



**FFAF
(REGULATION)
ROISD FOOD ALLERGY MANAGEMENT PLAN**

CARE OF THE STUDENT WITH FOOD ALLERGIES AT RISK FOR ANAPHYLAXIS

PURPOSE:

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

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.

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).

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 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, ROISD requests annual disclosure of all food allergies by the parent or guardian on the Health Services form. This form will be available 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 (EpiPen) 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 EpiPen 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.
 - A Special Diet Request form must be completed by the **parent and physician** for any modifications or substitutions of meals purchased through ROISD cafeterias due to food allergies. This form is available from the school nurse. Completed forms must be submitted to the school nurse or cafeteria staff. The nurse will then contact the campus cafeteria staff to initiate prescribed meal modifications.
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 campus administration regarding the appropriateness of a 504 plan.
 - Notify the campus cafeteria manager of disclosed food allergies or completed Special Diet Request forms.



CREATING AN ALLERGEN-SAFE SCHOOL ENVIRONMENT; DISTRICT-WIDE PROCEDURES

- 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 EpiPen
 - How to use a Severe Allergy Action Plan
- “Designated staff” will complete “*Level II - Specialized Training for Food Allergies.*” **“Designated staff” includes any staff member who is responsible for a student with a severe allergy during any part of their school day- including school sponsored events, programs, extra-curricular programs, or athletics.** Training will cover the following subjects:
 - More comprehensive Level I information
 - Identifying students at risk for anaphylaxis
 - How to administer an EpiPen
 - Planning for students who do not have epinephrine at school
 - Implementation of Severe Allergy Action Plan
 - Environmental control factors including hand washing
- Working with EMS
Allergen foods will be eliminated from classrooms and other learning environments used by children with severe food allergies at risk for anaphylaxis at all campuses.
- Pre-packaged food items with readable ingredient lists will be required for projects, activities and celebrations in elementary and middle school classrooms of children with food allergies at risk for anaphylaxis so potential food allergens can be identified.
- Appropriate cleaning protocols will be followed on campuses, with special attention to identified high-risk food allergy areas (i.e. cafeteria tables).
- **Only student prescribed EpiPens will be taken on field trips and school sponsored off-campus activities.** Emergency 911 procedures will be followed during these activities.
- 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.
- A post exposure conference will be held if an anaphylactic event occurs.
- Information concerning the ROISD Food Allergy Management Plan will be available on the ROISD website: [Health Services-Food Allergy webpage](http://www.REDOAKISD.org/Health_Services-Food_Allergy_webpage).



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 (tongue or lips)
5. SKIN: Many hives over body
6. COMBINATION OF SYMPTOMS – from different body areas
 - a. SKIN: Hives, itchy rashes, swelling of eyes/lips
 - b. GUT: Vomiting, cramping pain

Mild Symptoms:

1. MOUTH: Itchy mouth
2. SKIN: A few hives around mouth/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

1. Stay with the student. **NEVER LEAVE STUDENT UNATTENDED**
2. Administer EpiPen, if trained, (call for School Nurse or trained personnel immediately). **It is important not to delay the administration of EpiPen.**
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 EpiPen last only 10-20 minutes. Emergency medical care (911) must be obtained immediately.



RESPONSIBILITIES OF FAMILY, STUDENT, & SCHOOL PERSONNEL

The responsibilities of the family includes:

- Notify the campus nurse of the student's allergies in accordance with TEC, Section 25.022. Use of the ROISD Health Services form is the preferred method of notification, in accordance with completion of the Severe Allergy Action Plan. Both forms are available online on District website or from the school nurse.
- 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.
- **Inform school nurse of all school sponsored before/after school activities your student participates in (i.e. After School Program, athletics, marching band, drama, etc.).** Collaborate with the school nurse regarding any needed accommodations the student may need during these before/after school activities.
- Provide properly labeled medications and replace medications after use or upon expiration.
- 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)
- Parent attendance on elementary field trips is strongly encouraged. Notify the school nurse if you are unable to attend a field trip with your student so preparation for emergency medications can be provided.
- Provide emergency contact information and update as needed.

The responsibilities of the student includes:

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

The responsibilities of the Coordinator of Health Services includes:

- Coordinate the management of food allergies within the district.
- Serve as the point of contact for allergy management for parents, staff and healthcare providers, etc.
- Coordinate training of administrators, staff and departments on food allergy management.
- Assist and support campus staff with implementing food allergy management strategies.



- Review ROISD 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.
- Coordinate post anaphylaxis conferences and implement any needed changes to the ROISD Food Allergy Management Plan to increase student safety.
- Train principal-designated staff and Level II trained staff annually in responding to exposure or allergic reactions and administration of EpiPen and/or medications when a school nurse is not available.

The responsibilities of the Campus Administration includes:

- Oversee the administration of the ROISD Food Allergy Management Plan on the campus.
- Provide an opportunity for Level I and Level II- Food Allergy Training for staff annually.
- Ensure that designated staff complete Level I and Level II- Food Allergy Training annually.
- Offer professional development for staff regarding confidentiality and compliance with FERPA to prevent open discussion of specific students.
- Communicate expectations to staff regarding treatment of students with food or other allergies. **A food-allergic student should not be referred to as “the peanut kid”, “the bee kid” or any other name related to the student’s condition.**
- Ensure that administrative staff, school nurse and nurse assistants, athletic coaches/sponsors, PE teacher(s), marching band director(s), cheerleading coach(s), athletic trainers and student athletic trainers are current in CPR/AED certification.
- Designate staff who will to be trained by the school nurse to respond to exposure or allergic reactions, and/or administer EpiPens or medications when a school nurse is not available (i.e. person who gives medications while nurse is at lunch).
- 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).
- 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.
- Ensure that an area is designated as allergy-free in the cafeteria if needed.
- Ensure that appropriate cleaning of allergy-free areas in cafeteria is being followed.

The responsibilities of the School Nurse includes:

- Implement the administration of the ROISD Food Allergy Management Plan on the campus in consultation with the campus administrators, Coordinator of Health Services, prescribing physicians, special education staff and 504 coordinators when appropriate.
- RN’s will provide Level I and Level II Food Allergy Training annually for staff (include instructions on IHP viewing). Maintain documentation of trained staff including the Epinephrine Administration Training Checklists.
- Review submitted Health Services forms annually. Contact parents/guardians who have indicated their student has a severe food allergy and have not submitted a completed Severe Allergy Action Plan for their student. Request completion of the action plan.



- Review submitted Severe Allergy Action Plans of students (or completed Medication forms of those who have not submitted an allergy plan).
- Collaborate with the parents/guardians in reviewing Severe Allergy Action Plan/Medication Forms and coordinate with an RN to create an IHP.
- Email teachers on the student's schedule, when a Severe Allergy Action Plan has been added or modified for a student.
- Notify Child Nutrition and 504 coordinators of a student with a severe food allergy as needed and provide a copy of the Severe Allergy Action Plan as appropriate.
- Review and modify IHP's annually and as needed.
- Ensure that emergency life-saving medication (EpiPen) is properly labeled and stored in an accessible but unlocked area, and dates have not expired.
- Request a list of students participating in athletics (secondary campuses). Coordinate with coaches/trainers on plans of care for students with severe allergies and access to any lifesaving medications for student.
- Ensure that a Level II trained staff member attends field trips or school outings if parents are not in attendance.
- Participate in campus post anaphylaxis conference.

The responsibilities of the Classroom Teacher/Specialist includes:

- Complete Level I and/or Level II Food Allergy Training annually.
- View students' Severe Allergy Action Plan.
- Understand and implement the Severe Food Allergy Plan for your student(s). Ask school nurse for any clarification needed regarding the plan(s).
- Ensure that all substitute individuals and pull out teachers (Special Ed, Dyslexia, etc.) are informed of the student's food allergy.
- Eliminate identified allergens in classroom of student with food allergies at risk for anaphylaxis.
- 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.
- Inform parents and campus nurse of any events where food will be served.
- Enforce district policy on bullying related to food or other allergens.
- Know the campus communication plan with the front office and/or campus nurse.
- Ensure that student suspected of having an allergic reaction is accompanied by an adult (preferable) or student to the clinic.
- Do not put a student on the bus if there are any signs or symptoms of an allergic reaction.



Classroom Activities:

- 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.
- Allow only pre-packaged food items with complete ingredients lists in the classrooms of students with food allergies at risk for anaphylaxis. This includes projects, activities and celebrations so that potential food allergens can be identified.
- Use non-food items such as stickers, pencils, etc., as rewards instead of food.

Snack time/Lunch time:

- Assist students with life-threatening food allergies in monitoring that **ONLY** foods from home or foods purchased in the cafeteria are consumed.
- 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.**
- Prohibit students from sharing or trading food.
- Encourage parents/guardians to send a box of “safe” snacks for their child.

Field Trips:

- Give the nurse at least a TWO-week notice prior to field trips for necessary preparation.
- Ensure that the Severe Allergy Action Plan and the student’s prescribed EpiPen are taken on field trips. Call 911 if an allergic reaction occurs and/or EpiPen is administered.
- Collaborate with parents of student with food allergies when planning field trips.
- Consider eating on field trips and plan for reduction of exposure to a student’s life-threatening food allergy.
- Enforce ROISD procedure of no eating/drinking on the bus except for water. Special considerations may be given for trips of extended duration or unique circumstances involving meal schedules.
- 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.
- Collaborate with the school nurse to ensure that 1 - 2 people on the field trip are trained in recognizing signs and symptoms of life-threatening allergic reactions and are trained to use an EpiPen.
- Consider ways to wash hands and encourage hand washing before and after eating (e.g., provision for hand wipes, etc.).

The responsibilities of the Director of Child Nutrition includes:

- Provide Level I - Food Allergy Training to food service staff annually. Maintain documentation of trained staff.
- Review the legal protections for students with life-threatening allergies and ensure that students with severe food allergies that participate in the federally funded school meal programs are given safe food items as outlined by the physician’s signed statement.



- Upon receipt of diagnosis of a food allergy from a healthcare provider, make appropriate substitutions or modifications for meals served to students with food allergies, as specified by the healthcare provider/prescribing physician.
- Train all food service staff and their substitutes to read product food labels and recognize food allergens.
- Maintain contact information for manufacturers of food products (Consumer Hotline).
- Review and follow sound food handling practices to avoid cross-contamination with potential food allergens.
- Follow cleaning and sanitation protocol to avoid cross-contamination.
- Maintain current menus via the website with notifications of any menu changes. Provide specific ingredient lists to parents upon request.
- Be prepared to take emergency action for a student in the cafeteria in the event of an allergic reaction.

The responsibilities of After the Bell Director and Campus Supervisors include:

- Conduct the program in accordance with ROISD policies and procedures regarding students with food allergies who are at risk for anaphylaxis.
- Provide Level I and Level II - Food Allergy Training for all After the Bell staff annually. Maintain documentation of trained staff.
- Provide the school nurse with a list of students who are participating in the After the Bell.
- 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 the plan.
- Collaborate with parents on having access to student emergency medications.
- Ensure staff member(s) has been designated and trained to administer emergency medication (EpiPen) if students with life-threatening allergies attend the program.
- Restrict the use of foods that are known allergens to students with food allergies at risk for anaphylaxis.
- Promote and monitor good hand-washing practices before and after snacks and anytime potential allergens may have been touched. ***Alcohol-based hand sanitizers are NOT effective in removing allergens from hands.***

The responsibilities of Head Coaches, Trainers, Sponsors and Other Persons in Charge of School-Sponsored Activities includes:

- Conduct the program or school sponsored activity in accordance with ROISD policies and procedures regarding students with food allergies who are at-risk for anaphylaxis.
- Provide Level I and Level II - Food Allergy Training for all coaches and other key staff annually. Maintain documentation of trained staff.
- Ensure all coaches and trainers are current in CPR/AED certification.
- 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 the plan.



- Ensure all Coaches/Sponsors/ know if the student is self-carrying an EpiPen and/or where the student's EpiPen is located on the campus.
- Restrict the use of foods that are known allergens to students with food allergies at risk for anaphylaxis.
- Enforce ROISD procedure of no eating/drinking on the bus except for water. Special considerations may be given for trips of extended duration or unique circumstances involving meal schedules.

The responsibilities of Transportation Department includes:

- Provide Level I - Food Allergy Training to all bus drivers annually. Maintain documentation of trained staff.
- Ensure that bus drivers know how to contact EMS in the event of an emergency.
- 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 Coordinator of Health Services on plan for all students' safety if this issue occurs.

The responsibilities of Custodial Staff includes:

- 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.