

Benjamin Franklin Classical Charter Public School

PROTOCOL FOR MANAGEMENT OF LIFE-THREATENING ALLERGIES

BACKGROUND

Allergic reactions can span a wide range in severity of symptoms. The most severe and potentially life-threatening reaction is anaphylaxis. This protocol is to be used for students who are prone to anaphylaxis and have been diagnosed with a life-threatening allergy, as well as in circumstances where a student with a previously undiagnosed life-threatening allergy develops anaphylactic reaction.

Anaphylaxis is a potentially life-threatening medical condition occurring in allergic individuals after exposure to their specific allergen(s). Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which, and potentially fatal, are breathing difficulties and a drop in blood pressure or shock. The most common causes of anaphylaxis in children include allergies to:

- Foods (most commonly: dairy products, eggs, fish/shellfish, milk, peanuts/tree nuts, soy, wheat)
- Insect stings (yellow jackets, bees, wasps, hornets)
- Medications
- Latex

Anaphylaxis can occur immediately or several hours following allergen exposure, so it is important to:

- Identify student at risk
- Have appropriate preventative procedures
- Be prepared to handle an emergency

PURPOSE AND GOAL

The Benjamin Franklin Classical Charter Public School (BFCCPS) cannot guarantee to provide an allergen-free environment for all students with life-threatening allergies, or prevent any harm to students in emergencies. BFCCPS purposes to minimize the risk of exposure to allergens that pose a threat to allergic individuals, educate the community, and maintain and regularly update a system-wide protocol for addressing these needs. A system-wide effort requires the cooperation of all groups of people within the system.

The sections below highlight the major responsibilities of various groups, but each child's plan will be individualized and therefore not all responsibilities can be spelled out in this protocol.

The goal of the BFCCPS protocol regarding life-threatening allergies is to engage in a system-wide effort to:

- Prevent any occurrence of life-threatening allergic reactions.
- Prepare for any allergic reactions.
- Respond appropriately to any life-threatening allergy that arises.

RESPONSIBILITIES OF BFCCPS

The Head of School and his/her staff shall be responsible for the following:

1. Create and implement a system-wide emergency plan for addressing life-threatening allergic reactions.
2. Provide annual in-service training and education on reducing life-threatening allergy risks, recognizing anaphylaxis symptoms, and emergency procedures for staff.
3. Training shall include, but not be limited to:
 - a. A description/definition of severe allergies and a discussion of the most common substances causing allergic reactions.
 - b. The signs and symptoms of anaphylaxis.

- c. The correct use of an epinephrine auto-injector.
 - d. Specific steps to follow in the event of an emergency.
- 4. Maintain a "NO FOOD TRADING/SHARING" and "NO UTENSIL SHARING" procedure with particular focus at the elementary school level.
- 5. School Nurse in conjunction with the student's parent(s)/guardian(s) and the primary care provider/allergist prepare a Food Allergy & Anaphylaxis Emergency Care Plan for any student with a life-threatening allergy. The plan will be reviewed by the School Nurse, the student's parent(s)/guardian(s) and primary care provider and/or the student's allergist, and signed off by the child's physician/allergist, indicating that he/she deems it to be adequate.
- 6. Provide and maintain a life-threatening food allergy sensitive table in the school cafeteria as needed by the Individual Health Care Plan or 504 Accommodation Plan. These tables will be maintained by the Lunch Coordinator.
- 7. The Lunch Coordinator, or an assigned lunch monitor, will be responsible to clean the life-threatening food-allergy table(s).
- 8. Make each student's Individual Health Care Plan or 504 Accommodation Plan available in the nurse's office, in a student's homeroom, and with each teacher responsible for their care. Recommend that parents/guardians attach a photograph of their student with a life-threatening allergy to their Individual Food Allergy & Anaphylaxis Emergency Care Plan.
- 9. Inform School Bus Drivers when they are transporting a student with a life-threatening allergy.
- 10. Make epinephrine auto-injectors (belonging to the school and those prescribed to individual students) available in the nurse's office and in other clearly designated locations as specified in the Individual Health Care Plan or 504 Accommodation Plan. When appropriate, based on an individual student's maturity and responsibility, a student may be allowed to carry epinephrine auto-injectors on their person if written permission is given by their own physicians.
- 11. Familiarize teachers and substitutes with the Individual Health Care Plan or 504 Accommodation Plan of their students.
- 12. Consult with custodial personnel to develop procedure for cleaning classrooms, cafeteria, and other areas of the building to insure that the threat of allergens is minimized.

RESPONSIBILITIES OF THE HEAD OF SCHOOL

To the extent possible, the Head of School, or his/her designee, shall be responsible for the following:

- 1. Ensure the School Nurse prepares, Student Services Office distributes, and Teachers are familiar with the Individual Health Care Plan or 504 Accommodation Plan.
- 2. Ensure School Nurse provides in-service training and education for staff regarding life-threatening allergies, symptoms, risk reduction procedures, and emergency procedures including demonstration of how to use an epinephrine auto-injector.
- 3. Send a letter to all parents highlighting school rules aimed at managing exposure to potential Life-Threatening Allergens. (See Appendix A for a sample letter.)
- 4. The protocol that explains life-threatening allergies and the application of the protocol at the school will be discussed at kindergarten open house.
- 5. Post the school's Anaphylactic Emergency Response Procedure in appropriate locations (see Appendix B).
- 6. Notify staff the locations of epinephrine auto-injectors in the school.
- 7. Anaphylactic Emergency Response Procedure will be in place and understood by all staff in the event the nurse is not in the office or in the building. Staff will call 911 in all instances of any suspected life-threatening allergic reaction.
- 8. Arrange for all substitutes to receive pertinent health related information.
- 9. Request cooperation of CCD office to restrict allergen products in classrooms with a student with a life-threatening allergy.
- 10. Advise parents/guardians of any school wide or multi- grade related activities that require the presence of food in advance of the project or activity.

11. Assign a staff person to fill the Life Threatening Allergy Liason role

RESPONSIBILITIES OF THE SCHOOL NURSE

The School Nurse is the primary coordinator of each student's plan.

The School Nurse will have the following responsibilities:

1. Make contact with each parent/guardian of a student with a life-threatening allergy and develop an Individual Health Care Plan or, in cooperation with the Student Services Director, a 504 Accommodation Plan for the student. During discussions with parents/guardians, the nurse shall (discuss and) encourage the use of MEDIC-ALERT bracelets and other methods of identification for students with life-threatening allergies.
2. Discuss with parents the planned location(s) for storing the epinephrine auto-injector and the possibility of receiving more than one epinephrine auto-injector as necessary.
3. Maintain updated Individual Health Care Plans and/or 504 Accommodation Plans in the nurse's office and, through the Student Services Office, provide Individual Health Care Plans and/or 504 Accommodation Plans for the student's homeroom.
4. For field trips: send with the Field Trip Nurse or supervising teacher a copy of the Food Allergy & Anaphylaxis Emergency Care Plan for each student with a life-threatening allergy, along with individually prescribed epinephrine auto-injectors. "General stock" epinephrine auto-injectors should also be sent on field trips when a Field Trip Nurse will be present. Field Trip Nurse will travel in the same vehicle as students with life-threatening allergies.
5. Assist the Head of School in providing information about students with life-threatening allergies to staff.
6. In conjunction with the Head of School, provide in-service training and education for staff regarding life-threatening allergies, symptoms, risk-reduction procedures, and emergency procedures including demonstration on how to use the epinephrine auto-injector.
7. Familiarize teachers and staff with the Individual Health Care Plans or 504 Accommodation Plans of their students.
8. The School Nurse will be responsible for following Department of Public Health regulations governing the administration of prescription medications. Nurses are also responsible for following the regulations that permit registration of non-licensed personnel to be trained and to administer epinephrine auto-injectors.
9. Advise parents/guardians of any exposure to known life-threatening allergen and action taken.
10. Inform the Head of School and parent/guardian if any student experiences an allergic reaction that has not been previously diagnosed.
11. Anaphylactic Emergency Response Procedure will be in place in the event the School Nurse is not in the building.

RESPONSIBILITIES OF FOOD SERVICE PERSONNEL

The Lunch Coordinator shall have the following responsibilities:

1. Supply cleaning materials for washing and sanitizing tables.
2. Responsible to clean, or assign a lunch monitor to clean, the allergy-sensitive tables.
3. Provide signs for easy identification of allergy-sensitive tables.
4. Provide/arrange for in-service to lunch monitors regarding safe food handling practices to avoid cross-contamination with potential food allergens.
5. Provide non-latex gloves for cleaning and handling of food.

RESPONSIBILITIES OF TRANSPORTATION COORDINATOR

The Transportation Coordinator will be responsible for the following:

1. Inform all school bus drivers that he/she is transporting a child with a life-threatening allergy.
2. Ensure the bus company provides functioning emergency communication devices (e.g. cell phones, two-way radios, etc.) on each bus.
3. Encourage bus drivers to maintain a policy of "no food eating" on the bus.

RESPONSIBILITIES OF STUDENT SERVICES OFFICE

The Student Services Office will be responsible for the following:

1. Make contact with each parent/guardian of a student with a life-threatening allergy for whom a 504 Accommodation Plan is required and coordinate the development of the Plan with the School Nurse, parents and Team.
2. Send a copy of Individual Health Care Plans, written by the School Nurse, to student's primary care provider.
3. Send a copy of Individual Health Care Plans, written by the School Nurse, or 504 Accommodation Plans to parent(s)/guardian(s) of student(s) with life-threatening allergies.
4. Track Individual Health Care Plans and 504 Accommodation Plans sent, received back, and signed.
5. Distribute Individual Health Care Plans and 504 Accommodation Plans to BFCCPS teachers and staff.
6. Inform parents/guardians if School Nurse is not/will not be on duty.

RESPONSIBILITIES OF TEACHERS

Each teacher shall have the following responsibilities:

1. Review the Individual Health Care Plan or 504 Accommodation Plan, in collaboration with the nurse and parent(s), of any student(s) in your classroom with life-threatening allergies.
2. Leave information related to life-threatening allergies in an organized, prominent, and accessible format for substitute teacher.
3. Set classroom guidelines regarding the management of food in the classroom, in collaboration with the nurse and the parents/guardians of the allergic child.
4. Participate in in-service training for students with life-threatening allergies.
5. Collaborate with administration and the School Nurse to send out letters to all parents/guardians of students in a class with an individual with a life-threatening allergy to food or latex. The letter should identify the allergen(s), highlight school rules aimed at managing exposure to Life-Threatening Allergens, and request parent cooperation in managing exposure to the allergen(s) in the classroom and school setting (see Appendix C).
6. Carefully assess activities involving items placed in the mouth or on the face (i.e. straws, instruments).
7. Notify School Nurse if student is exposed to a known allergen, and accompany student to the Health Office.
8. Participate in the planning of a student's re-entry into school after an anaphylactic reaction.
9. Reinforce appropriate hygiene techniques/hand washing before and after eating whenever reasonable.

RESPONSIBILITIES DURING RECESS AND PHYSICAL EDUCATION CLASSES

During recess and physical education classes (where a child has a life-threatening allergy), BFCCPS shall have the following responsibilities:

1. Children will be under the supervision of at least one adult.
2. Maintain building-based procedure whereby emergency communication device (walkie-talkie, cell phone) is accessible and functional.

RESPONSIBILITIES FOR FIELD TRIPS

The school shall have the following responsibilities when students with life-threatening allergies go on field trips:

1. Field trip organizers need to take into consideration the risk for food allergen exposure, and parents must evaluate potential risks when determining whether their child should attend a field trip.
2. Food to be consumed on a field trip should be stored in a place so that children cannot access it until the appropriate time. Nut-containing products are to be discouraged in student snacks and lunches on field trip days. Food of children with food allergies should be stored separately to minimize cross contamination.

RESPONSIBILITIES OF LIFE THREATENING ALLERGY LIAISON (LTAL)

Before/After School Events or Activities is defined as: An event or activity that happens immediately before or after school, and is typically not attended by parents. These events and activities can be supervised by a BFCCPS employee, parent volunteer, or contracted individual. Food will not be provided by BFCCPS at Before/After school events or activities. Students will be permitted to bring their own snack that follows the school snack guidelines.

An Evening Event is defined as: An approved BFCCPS event that happens after school hours. It may occur at BFCCPS or off site. Evening events may be coordinated by BFCCPS faculty and staff, parents, or outside organizations. In most instances, these events are attended by students and parents. Food may be approved at some evening events if it is essential to the goals of the event. The decision to allow food at an evening event will be made by the Head of School on a case by case basis. If food is allowed at an evening event the LTAL will work with the Student Services Office, BFCCPS Health office, coordinators of the event, and families of students with LTA to support any necessary accommodations to allow for safe participation.

1. Communicate general allergy-related concerns to before/after school activity and evening event coordinators.
2. Have access to and administer epinephrine in accordance with their training, at events specified by Head of School, including but not limited to before/after school events.
3. Supervise all before/after school events, when the event is attended by students who have previously diagnosed Life-Threatening Allergies.
4. Be Available as a resource to parents of students with Life-Threatening Allergies to
 - a. Collaborate with parents, event coordinator, Health Office, and Student Services Office to ensure student's safety needs are met
 - b. Answer parents questions regarding their student's participation in before/after school events
 - c. Address parents concerns regarding their student's participation in before/after school events

RESPONSIBILITIES OF PARENTS / GUARDIANS OF STUDENTS WITH LIFE-THREATENING FOOD ALLERGIES

Each parent / guardian of a student with a life-threatening allergy shall have the following responsibilities:

1. Inform the School Nurse of your child's allergies prior to the opening of school (or as soon as possible after diagnosis).
2. Arrange time to talk with the School Nurse in order to develop an Individual Health Care Plan or 504 Accommodation Plan and a Food Allergy & Anaphylaxis Emergency Care Plan for the student, and provide medical information from the child's treating physician as needed to write the plans. Parents / guardians must arrange for school health professionals to be able to communicate with student's physician.
3. Contact the school bus company (if applicable) and inform them which bus your child will take to and from school, and that your child has a life-threatening allergy.
4. If the life-threatening allergy is food related:
 - a. Consider providing to the school a list of foods and ingredients to be avoided, and a list of safe or acceptable foods that can be served to your child .
 - b. Provide a supply of safe snacks for your child to eat during school (during special occasions).
5. Encourage students to wash hands before and after handling food.
6. Provide the School Nurse with enough up-to-date emergency medications (including epinephrine auto-injectors) so they can be placed in all required locations for the current school year.
7. Complete and submit all required forms, including:
 - a. Food Allergy & Anaphylaxis Emergency Care Plan (including a current photo of your child)
 - b. Medical Statement for Children with Life-Threatening Allergies
 - c. Medication Order/Parent Permission forms
 - d. Review, sign, and return student's Individual Health Care Plan; or review the 504 Accommodation Plan.

8. Consider providing a MEDIC ALERT ID for your child.
9. Teach your child to:
 - a. Recognize the symptoms of an allergic/anaphylactic reaction.
 - b. Communicate clearly as soon as he/she feels a reaction is starting.
 - c. Know where the epinephrine auto-injector is kept and who has access to the epinephrine.
 - d. Not share snacks, lunches, or drinks.
 - e. Understand the importance of washing hands before and after eating.
 - f. Report threats to adult authority, as well as teasing and/or bullying that may relate to the child's allergy.
 - g. Take as much responsibility as possible for his/her own safety.
10. As children get older, teach them to:
 - a. Communicate the seriousness of their allergy.
 - b. Report symptoms as they appear.
 - c. Read labels.
 - d. Carry his/her own epinephrine auto-injector when appropriate (with written permission from his/her health care practitioner).
 - e. Administer his/her own epinephrine auto-injector and be able to train others in its use.
11. Inform the school of any changes in the child's life-threatening allergy status.
12. Provide the school with the licensed provider's statement if the student no longer has life-threatening allergies.
13. Go on field trips and out-of-school activities with your child, whenever possible.
14. Consider giving a copy of the student's Individual Health Care Plan to others who assume responsibility for your child before and after regular school hours. Examples of this may include:
 - a. before / after- school activity instructors
 - b. coaches
 - c. extra-curricular activity personnel

RESPONSIBILITIES OF STUDENTS

Each student with a life-threatening food allergy shall be responsible for the following:

1. Take responsibility for avoiding food allergens.
2. Do not trade or share food.
3. Wash hands before and after eating.
4. Learn to recognize symptoms of an allergic food reaction.
5. Promptly inform an adult as soon as an exposure to the allergen occurs *and* if anaphylaxis symptoms appear.
6. Develop a relationship with the School Nurse and/or another trusted adult in the school to assist in identifying issues related to the management of the life-threatening allergy in the school.