

Students

Administrative Procedure - Implementing a Food Allergy Management Program

The following procedure implements policy 4:165, *Food Allergy Management Program*, which is based upon the joint State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) publication, *Guidelines for Managing Life-Threatening Food Allergies in Schools (ISBE/IDPH Guidelines)*, available at: www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf (105 ILCS 5/2-3.149(b), added by P.A. 96-349 and renumbered by P.A. 96-1000). This administrative procedure contains two sections as follows:

1. Food Allergy Management Program
2. Individual Food Allergy Management (Four Phases)
 - Phase One: Identification of Students with Food Allergies
 - Phase Two: Prevention of Exposure to Known Allergens
 - Phase Three: Response to Allergic Reactions
 - Phase Four: Educating and Training Staff

Food Allergy Management Program

This section relies heavily upon District-level administrators to implement the Program even if the District has no students with food allergies (105 ILCS 5/2-3.149, added by P.A. 96-349 and renumbered by P.A. 96-1000). This is because identification of students at risk of anaphylaxis cannot be predicted, and it is possible that a student who has not been identified could have his or her first reaction at school. This section references the *ISBE/IDPH Guidelines* and aligns with governance principles so that District-level administrators can: (a) integrate the Program into the District's existing policies and procedures, (b) engage in ongoing monitoring of the Program, and assess the Program's effectiveness.

All school personnel including school administrators, teachers, aides, specials, network team members, nurses, custodial staff and lunchroom monitors will follow guidelines outlining responsibilities as developed and periodically modified by the District.

Actor	Action
Superintendent or designee	Establish a District-wide Food Allergy Management Program and ensure the monitoring of its effectiveness. Add information about the management program to the student handbook and District website.
Building Principal	Inform the school community of the Program by providing the information to students and their parents/guardians. Inform the school community of the opportunities to better understand life threatening food allergy management issues.

Actor	Action
	<p>Implement the Program in the building by meeting with the Nurse and student services staff to examine the published district program and accompanying district documents which include:</p> <ul style="list-style-type: none"> a. Documentation of Review b. District 96 Food Allergy guidelines for Field Trips c. How a Child Might Describe a Reaction d. Potential Allergens in School Activities e. FAAN's How to Read a Label f. Medical Alert for Substitute Teachers g. What is Cross Contamination? h. Constructive Classroom Rewards <p>Inform staff members and volunteers to activate individual student's emergency action plan anytime an allergic reaction is suspected. Treatment <u>may</u> encompass dispensing oral medication or administering an epinephrine auto-injector and calling 911.</p>
School Board	<p>Through the Board Policy Committee, periodically review policy 4:165-Food Allergy Management Program</p> <p>Consider all policy changes recommended by the Superintendent.</p> <p>Provide the appropriate resources for the Superintendent to successfully implement the Program.</p>

Individual Food Allergy Management

This section's procedures are implemented each time the school identifies a student with a life threatening food allergy. Accommodations are impacted by a number of factors, e.g., the student's age, the allergen(s) involved, the facilities at each school building, the student's level of independent management, etc.

Phase One: Identification of Students with Food Allergies

The superintendent or designee shall develop and implement a Food Allergy Program that fully implements the following goals established in The School Code:

Actor	Action
Parent/Guardian	<p>Inform the Building Principal of the student's life threatening food allergy.</p> <p>Complete Allergy History Assessment and Management Questionnaire.</p> <p>Return them to the building Principal or Nurse.</p>

Actor	Action
	<p>Participate in all meetings to assess and manage the individual student's health needs.</p>
Principal	<p>When appropriate based on the information received, a letter will be sent to the parents of the classmates of the student with life threatening food allergies, requesting their assistance in avoidance of allergenic foods being sent into the classroom.</p> <p>All "need to know" staff will be made aware of the allergic student's identify and the specific allergen(s) to be avoided.</p>
Building Principal and/or Nurse	<p>Follow the District's procedures for convening a meeting to assess the individual student's allergy management needs. Based on a review of all medical and anecdotal information the student may qualify for an Individual Health Plan (IHP) or 504 Plan, or as a student with a disability under IDEA.</p> <p>The names of students who are identified as having life threatening food allergies will be shared with the building nurse who will send a "Allergy History Assessment and Management Questionnaire" to the parents/guardians, requesting specific information regarding the child's allergies and treatment.</p>
504 Team	<p>For a student who is not already identified as disabled, determine whether a referral for an evaluation is warranted using the District's evaluation procedures for determining whether a student is a student with a disability within the meaning of IDEA or Section 504.</p> <p>For a student with an existing IEP or Section 504 plan, or who qualifies for one on the basis of his or her life threatening food allergy, determine:</p> <ol style="list-style-type: none"> 1. Whether the student's life threatening food allergy requires <i>related services</i> to ensure the provision of a "free appropriate public education" (FAPE), and/or 2. Whether the student's life threatening food allergy requires appropriate <i>reasonable accommodations</i> for the student's disability. <p>If the answer to either of the above questions is negative, notify the parent/guardian in writing of the reasons for the denial and the right to appeal.</p>

Actor	Action
	<p>If the answer to either of the above questions is positive:</p> <ol style="list-style-type: none"> 1. Gather appropriate health information by using the completed Allergy History and Emergency Action Plan. 2. Identify all necessary accommodations and complete a 504 Plan. 3. Provide the required procedural safeguard notices.

Phase Two: Prevention of Exposure to Known Allergens

Actor	Action
Building Principal and/or Nurse	<p>Facilitate communication regarding a student’s IHP or 504 Plan.</p> <p>Convene a meeting to educate all the staff members who will provide identified IHP or 504 Plan accommodations about their responsibilities.</p> <p>Facilitate the dissemination of accurate information in the building about the student’s life threatening food allergy.</p>
Principal	<p>If indicated in the IHP or 504 Plan, the principal will send a letter to classmate’s parents, notifying them of the presence of a student with life threatening food allergies and offer suggestions as to preferred class treats, etc.</p> <p>When appropriate as identified on an IHP or 504 Plan, class treats to be restricted to being “store bought” so as to have a list of ingredients which can be examined.</p> <p>Provide an “Allergen Restricted” table in the cafeteria for allergic student (when stipulated in IHP or 504 Plan).</p> <p>Educate any “need to know” staff or volunteers as to the identity of life threatening food allergic students, risk reduction practices and Emergency Action Plans (EAP).</p> <p>Monitor risk reduction practices of building staff.</p>
Teacher(s)	<p>Encourage parents of life threatening food allergic student to send a supply of “safe” treats for their child to consume during unplanned school events where food is served.</p>

	Discourage students from sharing or trading foods. Promote the use of non-food items for rewards. Incorporate risk reduction strategies for Field Trips.
All Staff	Help to avoid cross-contamination by encouraging hand washing. Monitor peer interactions for teasing or bullying regarding foods and provide necessary intervention when appropriate. Substitute folder for all staff members will contain information as to allergic students, including copies of their EAP.

Phase Three: Response to Allergic Reactions

Actor	Action
Principal	A list of staff members who are trained and available to administer emergency medications will be maintained at each school building.
Building Nurse	Emergency medications will be maintained in a safe and accessible location. Copies of EAP, including allergy symptoms and treatment protocols, will be provided to designated “need to know” staff.
Teacher	On field trips, supervisor and staff will be responsible for the Emergency Action Plan.
504 Team	Follow the student’s 504 Plan and EAP.
All Staff	If a student needs to go to the nurse, he/she will be provided an escort.
Anyone	Activate the individual student’s emergency action plan anytime an allergic reaction is suspected. Treatment <u>may</u> encompass dispensing oral medication or administering an epinephrine auto-injector and calling 911.

Phase Four: Educating and Training Staff

District Nurse	All District staff will receive training as to the signs and symptoms of a life threatening allergic reaction, practices to avoid exposure to allergens and treatment of al allergic reaction.
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	Provide an in-service for staff that work with students with a life threatening food allergy.
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See attached example of all documents referenced.

LEGAL REF: 105 ILCS 5/2-3.149.

Procedure Adopted:

Board of Education, Kildeer Countryside CCSD 96
Buffalo Grove, Illinois