

## **Food Allergy Management Program**

The Winnetka Public Schools is committed to supporting our students with food allergies. The following guidelines are in keeping with the Winnetka Public Schools' philosophy, to meet each individual child's needs dependent on developmental level and age-appropriate, social and emotional needs, and meeting each unique individual situation. We are committed to working closely with parents in developing a Plan to provide a safe environment that will support the child and assist in developing self-care. The Board adopted policy 7:285, Food Allergy Management Program, on November 6, 2012.

The State Board of Education and the Illinois Department of Public Health publication Guidelines for Managing Life-Threatening Food Allergies in Schools is available at: [https://www.isbe.net/Documents/food\\_allergy\\_guidelines.pdf](https://www.isbe.net/Documents/food_allergy_guidelines.pdf)

### **Educating and Training All Staff about Management of Students with Food Allergies**

Educating and training of school staff includes the administration of medication with an EpiPen, and providing an in-service training program for staff that work with the student. All staff members will be trained by the school nurse on the management of student allergies. The training will address prevention efforts, information about common allergens, recognition of signs of an allergic reaction including anaphylaxis, how to administer an EpiPen, review of high-risk areas, and steps to take to prevent exposure to allergens. The training will be provided annually at the start of the school year. The District will retain documentation of those personnel who have received training on a yearly basis. All substitute nurses will be instructed on care, management of anaphylaxis, and awareness of plans for allergic students.

### **Identifying Students with Food Allergies**

The parent will submit an Illinois Food Allergy Emergency Action Plan for their child at the beginning of each school year, or as needed when a student's allergy is identified. The nurse will review the student's plan annually with the parent. If needed, an Individual Health Care Plan and/or a Section 504 Plan for specific individual student accommodations will be completed.

With a parent's written consent, a copy of the student's plan, with the student's photo, will be given to all the student's teachers. The teachers will provide a mechanism to inform substitutes about student allergies. The nurse will inform other staff members about students with allergies, as needed and with the permission of the student's parents. The nurse will specifically inform teachers concerning any accommodations provided in a student's plan. The classroom teacher, in collaboration with the nurse and with input from the parents of the allergic child, will develop a classroom-specific protocol regarding the management of food in the classroom. The teacher will consult with the parent(s) of students with food allergies and the nurse prior to any celebration involving the consumption of food. At the middle school level, students with

contact allergies are responsible for wiping their desks. Allergen-free tables will be provided, as needed. A letter from the school nurse and / or the teacher will be sent to all classroom parents informing them that a student with a food allergy is a member of the class and the classroom will be designated as “allergen free”.

### **Managing Food Allergies in the Classroom and on Field Trips**

Due to an increasing number of students with food allergies, schools must be extremely careful regarding food items brought into the school building and classrooms. In order to provide a safe and healthy environment NO FOOD treats will be allowed for birthday celebrations. Teachers honor children in the classroom on their special day in a variety of ways and will communicate to parents how they wish to celebrate birthdays in their classroom.

#### **Classroom Snacks**

**ALL CLASSROOM SNACKS must be free of all peanuts or tree nuts.** A list of acceptable items is available [here](#).

#### **Classroom celebrations and curriculum-related activities**

It will be at the discretion of building administrators whether food will be allowed for classroom/holiday parties. If permitted, treats must be commercially made and include an ingredient label printed on the packaging by the manufacturer. **Homemade foods, including foods prepared by parents or staff, are not permitted for sharing among students.** Food for classroom/holiday parties will be reviewed for proper labeling by classroom teachers.

For curriculum-related activities where food may be served, a [parent permission slip](#) will be provided and include, when possible, a list of all ingredients. Classroom food distribution will be monitored by the teacher.

#### **Field Trips**

Plans for lunch and snack will be discussed prior to the field trip. Lunches of children with food allergies should be stored separately to minimize cross-contamination. All students on the field trip will be asked to bring a peanut/nut-free lunch as stated on the field trip parent [permission form](#).

When applicable, a student’s EpiPen and the Illinois Food Allergy Emergency Action Plan will be sent on all field trips. Planning for the field trip will include designation of persons carrying and staff trained to administer an EpiPen. The teacher will carry a mobile phone (or other means of communication) and will be instructed to follow the Plan and to call 911 in the event of a suspected allergic reaction.

## **Preventing Exposure to Known Allergens**

**Lunchrooms:** In all lunchroom areas peanut/nut-free or other allergen-free tables (or areas of tables) will be provided as developmentally appropriate and will be clearly identified. The allergen-free table will be located where it minimizes the isolation of students with allergies. Staff and volunteers on lunch duty shall monitor the students' compliance with the food allergy protocol at allergen-free table(s). The school food service staff at Washburne will provide nut-free options for student consumption. Students with a known food allergy will not be asked to clean areas and tables in the lunchrooms that may expose them to allergens.

**Bus:** Eating will not be allowed on routine school bus trips or field trips. Exceptions will be provided as needed. Parents are strongly encouraged to inform the bus and any substitute driver when possible about their child's food allergy. The student with life-threatening allergies should be encouraged to sit in the front of the bus.

All students will be encouraged to wash their hands before and after eating and throughout the school day to prevent unintended exposure.

## **Responding to Allergic Reactions with Prompt Recognition of Symptoms and Treatment**

When allergic symptoms are suspected, the teacher or staff member supervising the student shall activate that student's plan with the appropriate medical emergency response including calling 911, if warranted. The school nurse shall be contacted as soon as possible. Parents will be informed whenever allergic symptoms are suspected in a student with diagnosed allergies.

The location of a student's own EpiPen/medications will be managed by the School Nurse. If developmentally appropriate and approved by the parent, the student may carry their own EpiPen/medications. District provided EpiPens will be available in the nurse's office, emergency bag, all common lunch eating areas, the art room, and other areas as determined appropriate.

Per District policy all administration of medication requires prior written authorization by parent and doctor.

## **School District Supply of Undesignated Epinephrine Auto-Injectors**

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine auto-injector* means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an

undesigned epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesigned epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesigned school epinephrine auto-injectors.

Upon any administration of an undesigned epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

*Plan revised 4/2019*

*Revised 6/5/19*