

## **Student Services**

### **Policy**

#### **Food Allergy Management**

The purpose of this policy, together with related regulations and procedures, is to provide a safe environment for students with life-threatening or other serious food allergies; promote understanding of student allergies in the school and community; establish guidelines for prevention and response protocols; and initiate adult training and age-level-appropriate student education intended to promote compliance with the policy.

Management of student allergies will be consistent with generally-applicable law, as well as law that may apply to individual students due to the nature and severity of the allergy, or other circumstances unique to the student. Except as otherwise required by law or by needs unique to an individual student, student allergies will be managed through a team approach. The team shall include persons who have knowledge of the student and/or the student's allergy and any related medical conditions. The team will include the student (if age appropriate), the student's parent or guardian, and District staff – including but not limited to the building administrator, building nurse, and classroom teacher. Depending upon the specific circumstances, it may be appropriate for additional healthcare personnel, District personnel, or representatives of the parents or District to be present at one or more meetings of the team.

This policy, together with attendant regulations and procedures, establishes levels of allergen restriction. However, nothing in this policy is intended to suggest that any facility or activity will be entirely free from any specific allergen.

## **Student Services**

### **Regulations**

#### **Food Allergy Management**

##### **Definitions**

For purposes of the Food Allergy Policy and Regulation, references to “this policy” shall include the provisions of the policy and the regulation.

References to and/or prohibitions against “peanuts and tree nuts” and/or “substances containing peanuts or tree nuts” include products that actually contain peanuts or tree nuts, whether in whole or processed form. Such references and/or prohibitions are not intended to include products that may have been produced in a facility where peanuts or tree nuts may have been processed or otherwise may have been present. However, nothing in this policy shall prevent individualized exclusion of products that have been produced in a facility where peanuts or tree nuts have been processed or otherwise may have been present if a student’s medical condition and the law so require.

Tree nuts include, but are not limited to the following: almonds, beechnuts, Brazil nuts, bush nuts, butternuts, cashews, chestnuts, chinquapin, coconut, filberts, ginko nuts, hazelnuts, hickory nuts, lichee nuts, macadamia nuts, nangai nuts, pecans, pili nuts, pine nuts, pistachios, sheanuts, and walnuts.

##### **Training**

The District will provide training for all staff (food service, clerical, teaching staff, substitutes, bus drivers, administration, custodial, SSD within District buildings, etc.), at least annually. The training will include, but will not be limited to, common food allergens, recognition of symptoms, importance of allergen avoidance, cross contamination, Epi-pens, and emergency response protocols. The training provided to instructional personnel will specifically address the importance of avoiding the use of allergens in the curriculum. Instruction and related information will also be provided as may be appropriate to volunteers, parents involved in the supervision of students, locations, and activities where a student with a life-threatening or other serious allergy may be present. Practice scenarios will be available and encouraged, especially for those who instruct and/or supervise students with food allergies. Scenarios will be provided by the District’s Coordinating Nurse in conjunction with the District’s consulting physician, and will be available from each building nurse.

##### **Peer Education**

The District will provide age-appropriate education for all students regarding food allergies. The District’s health curriculum shall include food allergy awareness. The

educational programs and curriculum established under this paragraph shall include but not be limited to the physical, social, and emotional effects of food allergies; the concept of safe and unsafe foods; the importance of reading labels accurately and prior to each consumption; and the problems presented by cross contamination.

### **Responding to the Student's Allergy**

Upon receiving notification from a student's parent or guardian that the student has a life threatening or other serious food allergy, the District will request that the following information be provided to the District by the parents and the student's physician, preferably an allergist:

1. Food Allergy Action Plan
2. Food Allergy Reference Form
3. Request for Administration of Medication at School Form
4. Consent for Student to Self-Administer Medication, pursuant to Regulation 2870 (if applicable)
5. Medical Statement for Student Requiring Special Meals (if applicable)
6. Statement regarding whether the student wears or should wear a Medical Alert Bracelet

Upon receiving sufficient documentation from the parents and student's physician regarding the existence and management of a life-threatening or other serious allergy, the District will implement the following procedures:

1. The building administrator, school nurse, or other appropriate administrator or special services personnel will convene a meeting of the student's healthcare or other applicable multi-disciplinary team to develop an individualized health care plan (IHP) and/or such other plan as may be required by law.
2. This healthcare or other multi-disciplinary team may include but shall not be limited to the parents, student (as may be age-appropriate), principal or designee, school nurse, classroom teacher(s), food services director, counselor, school and/or student's physician, emergency services representative, and such other persons as may be appropriate to the individual student's needs.
3. Once the IHP or other plan has been developed, relevant and appropriate information from the IHP or other plan will be distributed to all staff who supervise the student and to all other staff who may be involved in implementation of or compliance with the plan.
4. The District will distribute the student's Food Allergy Action Plan (FAAP) to all staff who provide instruction to or direct supervision for the

student, and to all other staff who are involved in implementation of or compliance with the plan.

5. A copy of the FAAP will be located in each classroom where the child receives instruction or participates in school-sponsored activities, and in other locations within the building where the child may be present, including but not limited to the cafeteria.
6. A copy of the FAAP will accompany the student to activities away from school, including but not limited to academic and athletic contests, field trips, camps, and other school-sponsored activities. The copy of the FAAP shall be in the possession of the coach, sponsor, teacher, or other responsible person designated for the specific activity.
7. The District will provide specific training for the staff who instruct or directly supervise the student, which training will include the importance of allergen avoidance strategies, label reading and ingredients to avoid, cross contamination, recognition of symptoms, discussion of the FAAP, and use of Epi-pens and other emergency medication or intervention devices.
8. The District will review appropriate cleaning techniques with food service, custodial, all teachers who allow food to be consumed within the student's classroom, and others who may be present when food is consumed by students on school property or during a school activity.
9. The District will consider and implement allergen restricted zones within the lunchroom, individual classrooms, or buildings as a whole, and specific school activities, as warranted.
10. The District will notify all staff within each affected student's building regarding the location of Epi-Pens and other emergency medication or intervention devices.

### **Individual Modifications and Accommodations**

The District will provide reasonable modifications and accommodations, in addition to those explicitly required under this policy, for individual students as may be appropriate to the nature and severity of the allergy and the specific needs of the student. In making determinations regarding such modifications and accommodations, the District will also consider physician orders, the age of the student, the facility where the student attends, and other information provided by the parents, the student's healthcare providers, and District staff. Possible modifications may include but are not limited to the following:

1. Permitting or encouraging the student to carry an Epi-pen or other emergency medication or intervention devices, in addition to having additional medication or devices at one or more locations in the building.
2. Creating allergen restricted zones within classroom(s) in which the student is scheduled to attend classes or participate in other activities.
3. Providing appropriate notices to parents of all classmates regarding the scope of allergen restriction within the District, building, classroom, lunchroom, and/or school activities.
4. Educating peers through classroom/grade level presentations.

### **Failure to Comply with the Food Allergy Management Policy, Regulation, or Procedures**

The purpose of the policy, and related regulations and procedures, is to provide a safe environment for students with life-threatening and other serious allergies. Accordingly, all students, staff, parents, patrons, and others are required to comply in full with the provisions of the policy and attendant regulations and procedures. As provided above, the District will initiate training, education, and other positive and proactive measures to encourage and promote compliance with the policy.

However, all persons subject to this policy, as well as related regulations and procedures, must be aware that failure to comply with the requirements of the policy, regulations, and procedures, especially if intentional, repeated, or reckless, will be addressed through the following: (1) evaluation, remediation, and discipline of staff; (2) the Student Code of Conduct; and/or (3) the authority of the District to exclude from District property and/or business transactions any persons or entities who fail to comply with District policy and/or the standards of conduct necessary to provide for student safety.

## **Student Services**

### **Implementing Procedures**

#### **Food Allergy Management**

##### **District-Level Administrative Responsibilities**

- The District-level administration will implement and monitor District-wide compliance with the policy, regulation, and procedures.
- The District-level administration will distribute information regarding the policy, regulation, and procedures to students, parents, and patrons through District-wide mailings, and in other District publications such as handbooks, newsletters, annual notices, and/or other materials disseminated by the District.
- The District-level administration will review the policy, regulations, and procedures, to determine whether revisions may be appropriate.

##### **Parent Responsibilities**

- Parents are responsible for informing the school nurse and building administrator regarding the existence and status of, and medical information regarding, their student's food allergy.
- Parents are responsible for providing safe classroom snacks (when permitted) for their students with food allergies.
- Parents are responsible for providing safe snacks (when permitted) for school-sponsored activities for their students with food allergies.
- Parents are responsible for providing an adequate supply of Epi-pens and/or other medications as prescribed and in accordance with orders provided by the student's physician.
- Parents are responsible for providing to the principal, school nurse, and any other administrator or staff member designated by the District to receive such information, continuously current, parent contact information, including but not limited to home, work, and cellular telephone numbers and any other means of contacting the parents in an emergency (e.g., pagers, texting, etc.).
- Parents are responsible for providing the District with written verification from the student's physician if it has been determined that the student no longer has a food allergy.

##### **Principal Responsibilities**

- Principals, in consultation with District-level administrators, are responsible for ensuring building level compliance with the policy, regulation, and procedures in all aspects of building operation.
- Principals, in consultation with District-level administrators, are responsible for documenting and remediating employee failure to properly implement or comply with the policy, regulation, or procedures.

- Principals, in consultation with District-level administrators, are responsible for addressing and remediating failure by vendors, parents, patrons, or others to comply with the policy, regulation, or procedures.
- Principals will ensure that allergy information is sent to parents of students in classes and/or activities where students with food allergies are present. Such information may include the generally-applicable food allergy policy, regulation, and procedure, as well as any additional accommodations or modifications that may be applicable to the specific situation.
- Principals shall ensure that all elementary teachers and others who instruct or supervise students – including but not limited to specialists, after-school personnel, and activity sponsors – receive notice, including picture identification, of all students in the building who have food allergies. At the middle and high school level, principals will provide written notification to all teachers, specialists, coaches, activity sponsors, and others who serve on the student’s team and/or who provide direct instruction to or supervision of the student.

### **Classrooms / Instructional Areas**

- Teachers must be familiar with relevant information from the IHP for each student with a food allergy in their classes and must respond to emergencies in accordance with the Food Allergy Action Plan (FAAP).
- In the event of an actual or suspected allergic reaction involving a student with a **known** food allergy, the school nurse must be called immediately, with notification to the parents promptly thereafter. The nurse or other appropriate personnel will determine whether emergency services (911) should be called. If no nurse is on site, emergency services (911) should be notified immediately, with notification to the parents promptly thereafter. If an Epi-pen is used, emergency services (911) must be called.
- In the event of an actual or suspected allergic reaction involving a student **not known** to have a food allergy, emergency services (911) and the school nurse should be notified simultaneously, with notification to the parents immediately thereafter. If no nurse is on site, school personnel should notify emergency services (911) immediately, followed by notification to the parents. Only the nurse, emergency personnel, or other licensed healthcare personnel may administer an Epi-pen when a student is not known to have an existing allergy.
- Nothing in these implementing procedures is intended to prevent the teacher or any other District employee or any other person from calling emergency services (911), at any time, as they may believe to be appropriate.
- Peanuts and tree nuts and substances containing peanuts and tree nuts must not be present in or used in any classroom for any purpose, including but not limited to curricular activities, class projects, arts, crafts, science experiments, food for laboratory or other classroom animals, cooking, parties, holidays, celebrations, snacks, meals, or any other purpose.
- Other food allergens and substances containing such other food allergens must not be present in or used in relevant classrooms for any purpose, including but not limited to curricular activities, class projects, arts, crafts, science experiments,

cooking, parties, holidays, celebrations, snacks, meals, or any other purpose, when a student's IHP or other applicable plan includes such prohibition.

- If a student inadvertently brings a restricted food into the classroom, the restricted food will be removed from the room and a safe snack will be substituted.
- Sharing or trading food in the classroom is prohibited.
- Tables must be cleaned in the morning if an event has been held in the classroom the previous night.
- Students, staff, volunteers, and other adults directly involved with students should receive training regarding effective hand washing before and after contact with and/or consumption of food.
- Substitute folders must identify students with food allergens and include information regarding the action to be taken in case of an allergic reaction.
- Classrooms should have appropriate means of communication with the school nurse and main office, such as an intercom, walkie-talkie, cell phone, classroom phone and/or designated messenger.

### **School Field Trips**

- Students may not be excluded from field trips due to risk of allergen exposure. Therefore, field trips should be chosen carefully.
- Appropriate medications including but not limited to the student's own Epi-pen and a copy of the FAAP must accompany the student. The copy of the FAAP shall be in the possession of the teacher or other responsible person designated for the specific activity.
- The teacher or other responsible person designated for a specific activity will advise the student that he/she is in possession of the appropriate medications and the FAAP, and is available to respond immediately in the event of an allergic reaction.
- Parents of students at risk for anaphylaxis may be invited to accompany their students during school trips, whether as one of the or in addition to other chaperones.
- Hand wipes should be used by students and staff after consuming food during a field trip when hand washing facilities are not available.
- The teacher or other responsible person designated for the specific activity should have readily available communication in an emergency, such as a cell phone, walkie-talkie, or other means of communication.

### **School Bus**

- Food may not be opened or consumed on the school bus during daily transportation to and from school, field trips, or to or from other school activities that occur during the regular school day.
- When food is opened or consumed on the school bus during transportation to or from after-school activities such as athletic contests or other student activities involving travel over a substantial time or distance and/or during regular



mealtimes, no peanuts or nuts or foods containing peanuts or nut products may be opened or consumed on the bus.

- School bus drivers shall be trained by appropriate personnel in risk reduction procedures, recognition of allergic reactions, and implementation of bus emergency plan procedures.
- School bus drivers shall be provided with the Food Allergy Action Plan for all students with life-threatening food allergies.
- School buses that transport students with life-threatening food allergies should have a cell phone, walkie-talkie, or other means of communication for emergency calls.

### **Physical Education and Recess**

- When a student is required to remove a Medical Alert Bracelet for safety or any other reason during a specific activity, the student should be reminded to replace the bracelet immediately after the activity has ended.
- A current Epi-pen should be readily accessible, and an adult staff member on site should be trained in its use for students known to have food allergies.
- Staff in the gym, playground, and other sites used for recess should have a cell phone, walkie-talkie or other means of communication for emergency calls.

### **Before and After School Activities Sponsored by the School District**

- Instructions for accessing Emergency Medical Services should be posted in all activity areas.
- After-school activities sponsored by the school shall comply with the provisions of the Food Allergy Policy, as well as related regulations and procedures.
- Coaches, sponsors, or other persons responsible for after-school activities shall be provided with the Food Allergy Action Plan for all students with life-threatening food allergies.
- Appropriate medications including but not limited to the student's own Epi-pen and a copy of the FAAP must accompany the student when after-school activities occur away from the District. The copy of the FAAP shall be in the possession of the coach, sponsor, or other responsible person designated for the specific activity.
- The coach, sponsor, or other responsible person designated for a specific activity that occurs away from the District will advise the student that he/she is in possession of the appropriate medications and the FAAP, and is available to respond immediately in the event of an allergic reaction.
- When a student is required to remove a Medical Alert Bracelet during a specific activity, the student should be reminded to replace the bracelet immediately after the activity has ended.
- In the event of an actual or suspected allergic reaction involving a student with a known food allergy, the school nurse must be called immediately, with notification to the parents promptly thereafter. The nurse or other appropriate personnel will determine whether emergency services (911) should be called. If

no nurse is on site, emergency services (911) should be notified immediately, with notification to the parents promptly thereafter. If an Epi-pen is used, emergency services (911) must be called.

- In the event of an actual or suspected allergic reaction involving a student not known to have a food allergy, emergency services (911) and the school nurse should be notified simultaneously, with notification to the parents immediately thereafter. If no nurse is on site, school personnel should notify emergency services (911) immediately, followed by notification to the parents. Only the nurse, emergency personnel, or other licensed healthcare personnel may administer an Epi-pen when a student is not known to have an existing allergy.
- Nothing in these implementing procedures is intended to prevent the teacher or any other District employee or any other person from calling emergency services (911), at any time, as they may believe to be appropriate.
- Coaches, sponsors, or other person responsible for after-school activities should have a cell phone, walkie-talkie, or other means of communication for emergency calls.

### **Non-School-Sponsored Activities**

- The application to be completed by persons or groups that wish to use school facilities for non-school-sponsored activities shall include a request that peanuts, tree nuts, and substances containing peanuts or tree nuts not be present, consumed, or used in any manner in school facilities in connection with the activity.
- Persons or groups that use school facilities for non-school-sponsored activities must include a disclaimer in all materials distributed regarding the activity clearly stating that the activity is not sponsored by the School District of Clayton.

### **Food Services/Cafeteria**

- No peanuts or tree nuts or products containing peanuts or tree nuts will be served by the District in school cafeterias – with the exception of specific vending machine and ala carte items at the high school – or by the District in other locations, including sixth grade camp, Summer Quest, or other activities where District personnel select the menus.
- At the Family Center, NO peanuts or tree nuts or products containing peanuts or tree nuts shall be brought into or be present in any part of the facility. This prohibition applies but is not limited to lunches, snacks, homemade or commercially produced foods, and any other items brought into the Family Center by students, staff, parents, patrons, vendors, or others.
- In Kindergarten through Second Grade (K-2) at the elementary level, NO peanuts or tree nuts or products containing peanuts or tree nuts shall be brought into or be present in any K-2 classroom or K-2 activity outside the classroom at any time. This prohibition applies but is not limited to lunches, snacks, homemade or commercially produced foods, and any other items brought into K-2 classrooms or K-2 activities by students, staff, parents, patrons, vendors, or others. Students

in grades K-2 shall not possess, use, or consume peanuts or tree nuts or products containing peanuts or tree nuts in the cafeteria or in any other part of the elementary facility, except as may be otherwise required by law for individual students.

- All lunches for students in grades K-2 will be stored outside the classroom, with a separate container and/or location for lunches of students with a known life-threatening food allergy.
- In Third Grade through Fifth Grade (3-5) at the elementary level, NO peanuts or tree nuts or products containing peanuts or tree nuts shall be brought into or be present in any grade 3-5 classroom or grade 3-5 activity outside the classroom at any time. This prohibition does not apply to lunches. The prohibition does apply but is not limited to snacks, homemade or commercially produced foods, and any other items brought into grade 3-5 classrooms or grade 3-5 activities by students, staff, parents, patrons, vendors, or others.
- Students in grades 3-5 may bring peanuts and tree nuts and products containing peanuts and tree nuts in their lunches, subject to the following: (1) All peanuts and tree nuts and products containing peanuts and tree nuts must be consumed only in the cafeteria during the designated lunch time; and (2) all lunches for students in grades 3-5 will be stored outside the classroom, with a separate container and/or location for lunches of students with a known life-threatening food allergy.
- The cafeterias at the elementary level and the middle school level shall have a designated nut restricted table, at which no peanuts or tree nuts or products containing peanuts or tree nuts may be opened, consumed, or otherwise present, and which will be specially cleaned following each use. A designated nut restricted table may be provided at the high school if required by an individual student's condition.
- Students with known peanut or tree nut allergies shall be required to sit at the nut restricted table at the elementary level and middle school level, absent written request of the parents to the contrary. At the high school level, such students shall not be required to sit at a nut restricted table, absent written request from the student's parents and appropriate documentation from the student's physician requiring such seating.
- Students will be advised and directed through grade, age, and developmentally appropriate training that they should engage in proper hand washing following consumption of peanuts or tree nuts or products containing peanuts or tree nuts in the cafeteria.
- Ala carte and vending machine items that do contain peanuts or tree nuts may be sold at the high school subject to the following requirements: Items must be (1) individually packaged, with the ingredients clearly marked on the package; and (2) displayed on a rack or in a vending machine with signage warning that (a) some of the items displayed do contain peanuts, tree nuts, milk products, soy, and other potential food allergens, and (b) cross contamination may occur with items on display that are not known to include such allergens.
- Students who have no lunch shall be offered a cheese sandwich or other appropriate alternative.

– Responsibilities of the Food Service Director

- Must ensure that menus (breakfast, lunch, after-school snacks); ala carte items; recipes; food products and ingredients; food handling practices: cleaning and sanitation practices; and staffing patterns and responsibilities conform to the purposes and requirements of the Food Allergy Policy, and related regulations and procedures.
- Establish communications and training for all school food service staff and related personnel regarding compliance with the requirements of the Food Allergy Policy, and related regulations and procedures.
- Shall ensure that all food service staff are trained to read all food labels, recognize food allergens, and recheck labels with each purchase for potential food allergens. (Manufacturers can change ingredients.)
- Make available upon request lists of the ingredients used in food production.
- Retain labels from each food served to a child with allergies for at least twenty-four (24) hours following service in the event a student has a reaction to food prepared in the cafeteria.
- Establish and maintain communication with vendors regarding food content information.
- Comply with all laws applicable to students with food allergies as such laws pertain to food service.