

Managing an Allergy-Safe Environment Plan at McKee Road Elementary Procedures – Risk Management – Safety Guidelines Adopted 8/2/17

The Allergy Safe Environment Plan will be integrated into the staff handbook which will be reviewed two times a year at the beginning of each semester. The Allergy Safe Environment Plan aligns with CMS BOE regulations that were adopted on July 17, 2017.

1. Classrooms of Students with Severe Allergies

- Teachers must have a copy, be familiar with the Emergency Action Plan (EAP) signed by a doctor and a parent of students in their classes, and respond to emergencies appropriately.
- In the event of an allergic reaction, the school nurse should be called and the school's Emergency Response Plan activated. 911 is to be called immediately.
- Teachers of students with severe allergies will have access to a telephone, walkie-talkie, intercom, etc...for emergency communication.
- Included in the Back to School mailing, all parents/guardians will be informed of the severe allergy(ies) suffered by student(s). Included in the information will be a suggested "safe snack" list.
- All parents must prearrange with the classroom teacher if they wish to share birthday treats (food) for their child. Parents will be required to provide:
 - Food item prepared by the cafeteria staff, or
 - Food item deemed a "safe snack."
 - Food items not purchased from the cafeteria will be consumed in the cafeteria with regards to birthday treats.
- When student(s) with severe allergies leave the classroom, he/she will be accompanied by a buddy or an adult who is aware of the allergy or allergic condition. This will include, but is not limited to: fire drills, tornado drills, restrooms, assembly programs, recess and fieldtrips.
- Sharing or trading food in the classroom is strongly discouraged.
- Proper hand washing technique by adults and children will be taught by the school nurse and required after the handling/consumption of food for every student.
- Precautions followed in the cafeteria will extend to classroom settings when and if the café option is not available.
- Parents of allergy-prone students are encouraged to provide "safe snacks" to be kept in the classroom.
- A current Epinephrine auto-injector should be located in the classroom in the teachers' Safe School Bags for quick access, if provided by the parent.

2. Cafeteria

- Teachers and responsible staff will have access to a telephone, walkie-talkie, intercom, etc... for emergency communication.
- A current Epinephrine auto-injector should be located in the cafeteria in the teachers' Safe School Bags for quick access, **if** provided by a parent.

- The school will establish an Allergy-Safe Zone and a Peanut/Tree Nut Zone by designating sections of the class tables as “Allergy-Safe Zone” and “Peanut/Tree Nut Zone.” Any student bringing a food product for lunch which contains peanut/tree nuts, will be required to sit at the designated “Peanut/Tree Nut Zone” section of the class tables. Any student with an allergy is encouraged to sit at the designated “Allergy-Safe Zone” section of the class tables.
- Students in kindergarten, sitting at the “Peanut/Tree Nut Zone”, will be required to wipe their hand with wipes before leaving the table.
- All students who have consumed peanut/tree nut products must wash their hands with soap and water immediately upon leaving the cafeteria after lunch.
- Cafeteria tables will be washed after each class leaves using designated cleaning materials for the allergy-safe areas.

3. Media Center

- Teachers and responsible staff will have access to a telephone, walkie-talkie, intercom, etc... for emergency communication.
- The student or teacher should always have an Epinephrine auto-injector and other medical supplies present in the classroom Safe School Bag, if provided by a parent.
- Staff will wipe down tables if food from meetings, etc. have been present.

4. Computer Lab/Gymnasium/Art Room/Music Room

- Teachers and responsible staff will have access to a telephone, walkie-talkie, intercom, etc... for emergency communication.
- The student or teacher should always have an Epinephrine auto-injector and other medical supplies present in the classroom Safe School Bag, if provided by a parent.

5. Recess – Playground

- Teachers and responsible staff will have access to a telephone, walkie-talkie, etc... for emergency communication.
- Teachers will take a walkie-talkie onto school grounds (recess, physical education, Field Day, etc.) when taking students outside of the building. If a walkie is unavailable, the office and supervising staff will communicate via cell phone.
- The student or teacher should always have an Epinephrine auto-injector and other medical supplies present in the Safe School Bag while on the playground or outside of the building, if provided by the parent.

6. Field Trips

- All teachers will carry and have easy access to a fully-charged cell phone.
- The teacher coordinating the field trip will be required to investigate the field trip destination to determine cell phone access and to perform an “allergen risk assessment” with the parent well in advance of the field trip to prevent risk of exposure to the offending allergen. If there is no cell phone access, school purchased walkie-talkies are to be carried on the trip.

- Parents of students with severe allergies will be encouraged to accompany their child on the field trip. Parents will be allowed to ride the bus with their child.
- If the parent does not accompany the student, the teacher will sit with or near the student on the bus and assign the student to his/her group.
- The medication(s) and EAP for students with severe allergies will be in the possession of the teacher or parent unless otherwise specified by the EAP. (This would include students with self-carry option.)
- In the event of exposure or reaction, the EAP (*including use of Epi-Pen*) will be followed.
- Risk Assessments will be completed for all field trips and a hard copy will accompany the supervising teacher(s).
- Every field trip will have a staff member attending that is aware and trained to assist the student in the event the student has an allergic reaction/symptom.
- If the field trip length requires snacks or meals off of school campus, parents are encouraged to provide allergy safe snacks and lunch for their child for the day.

Emergency Response Plan

- **This is a generic overview of an Emergency Response Plan. Each student has an individualized plan that must be followed in the event of an episode.**
- **Emergency Response Plan (ERP) will be reviewed by administration and staff at the beginning of the school year as part of ERP training and review.**
- **Conduct a separate training/update session for teachers with students that have allergies. This meeting will coincide with the beginning of year training.**
- **Additional training will be provided for teachers and chaperones attending overnight field trips.**
- **Emergency bags will be carried by a staff member at all times.**

In the event of an allergic reaction, the MRES staff member is to:

- Remain with the student and bring the student to the health room.
- Notify school nurse/school office.
- Meeting with parent to review reaction incident.

The school nurse, or designee, is to:

- Administer the Epinephrine auto-injector.
- Notify the emergency medical services, call 911.
- Notify the parent/guardians.
- Notify school administration.
- Meet emergency medical responders at school entrance.
- If the parent is unable to accompany the student to emergency care, a crisis team member will accompany student to the emergency care facility. This will be a member of the administration.
- Follow-up to an episode will be discussed with the parent.

Responsibilities of the Student with Severe Allergies

- Take as much responsibility as possible for avoiding allergens.
- Do not trade or share foods.
- Wash hands before and after eating.
- Learn to recognize symptoms of an allergic reaction.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- Take more responsibility for own allergies as they get older.
- 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 allergy in school.

Responsibilities of the Parents/Guardians of Students with Severe Allergies

- Inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after a diagnosis). Medical documentation provided by physician must be updated annually in support of Health Plans and 504b plans.
- Meet with the classroom teacher to discuss concerns.
- Provide the school with a way to reach you (cell phone, work number, etc.).
- Parents should provide the following:
 - A list of foods and ingredients to avoid. Consider providing a medical alert bracelet for your child, medication orders and the EAP from healthcare provider, annual updates on your child's allergy status, up-to-date epinephrine auto-injectors.
- Parents should collaborate with school staff to determine if additional epinephrine auto-injectors will be kept in the school, aside from the one in the nurse's office, and if so, where.
- Parents are encouraged to participate in team meetings or communicate with all staff members who will be in contact with the child before the opening of school and as needed throughout the school year.

Responsibilities of the School

- Include in the school's emergency response plan a written plan outlining emergency procedures for managing severe allergic reactions.
- Provide training and education for faculty and staff (including substitute teachers and cafeteria staff) regarding: allergies; risk reduction procedures; emergency procedures; and, how to administer an epinephrine auto-injector in an emergency.
- Provide education to all students regarding allergies and risk reduction procedures.
- Provide emergency communication devices (two-way radio, intercom, walkie-talkie, cell phone) for all school activities that involve a student with life-threatening allergies.
- Inform parent/guardian if any student experiences an allergic reaction at school.
- Have a plan in place when there is no school nurse available.
- Ensure staff understand the school's responsibilities under Section 504, ADA, and IDEA and the need to comply with these expectations.
- Community entities that use our facilities through the use of school program will be required to follow guidelines regarding food items, and allergy safe procedures that are followed during the regular school day.