

**MESSALONSKEE SCHOOL DISTRICT**

File: JLCCB-R

**ADMINISTRATIVE PROCEDURE FOR STUDENTS WITH ALLERGIES**

To protect the health of students identified with serious allergies to food products, MSAD #47 will take steps outlined in this procedure.

**A. Identification of Students and Allergy Action Plans**

1. Parents/guardians of students with serious allergies should notify the building principal and school nurse.
2. The school nurse will have a meeting with the parents/guardians and the student to discuss the student's particular situation. The nurse will request appropriate medical documentation of the student's allergies.
  - a. The school nurse may consult as necessary with the school physician regarding student allergies and appropriate responses to those allergies.
3. Any request to administer medications to a student or to have a student self-administer medications will be processed in accordance with the Board's policy regarding student medications.
  - a. Students with serious allergies will be encouraged to wear a medic alert bracelet.
4. The school nurse, parents/guardians, student and other persons as appropriate (student's physician, school physician, classroom teacher, food service personnel, etc.) will develop an Allergy Action Plan for the student which will specify the steps which the school, parents/guardians and the student will take to minimize the risk of an allergic reaction at school. To the extent appropriate to the student's age, the student will be encouraged to take responsibility for minimizing his/her risks of an allergic reaction.
  - a. If the student has a disability within the meaning of Section 504 of the Rehabilitation Act, the Allergy Action Plan shall be included in the student's Section 504 plan.
  - b. To the extent possible, existing school first aid/emergency response, field trip, bus and other applicable procedures will be followed.
  - c. If any changes in existing school rules, procedures or practices are considered as part of an individual student's Allergy Action Plan, the school nurse will consult with the building principal and/or Superintendent as appropriate.

- d. If the parties cannot reach an agreement about the elements to be included in the Allergy Action Plan, the building principal and/or Superintendent shall be consulted as appropriate.
5. The student's Allergy Action Plan will be reviewed at least annually and whenever the student has an allergic reaction at school to see if any changes to the Plan are needed.

**B. Grade-Level and Classroom Actions**

1. Teachers and other staff members who have supervisory responsibilities for a student with an Allergy Action Plan will receive sections of the Plan appropriate to their responsibilities.
2. Parents/guardians and students in the particular classroom (or grade level if necessary) will be notified that there is a student with an Allergy Action Plan and provided with appropriate educational information about the steps they can take to minimize the risks of exposure for the affected student(s).
  - a. The building principal may send an informational letter to parents/guardians school-wide if he/she deems it appropriate.
3. Students and staff will be asked to wash their hands after eating, and surfaces which the allergic student may contact (desk, computer keyboard, etc.) will be wiped down as needed.
4. Students will be educated about the potential dangers of trading or sharing food and utensils.

**C. Cafeteria Actions**

1. Cafeteria staff will be informed of all students who have an Allergy Action Plan.
2. At least one allergen-free table will be maintained in the cafeteria any time there is one or more students with a serious food allergy, at a sufficient distance from the other tables to avoid cross-contamination. The table will be clearly identified.
3. A school staff member will be assigned to monitor the allergen-free table.
4. All lunch tables will be sanitized before and after students eat, using separate paper towels to avoid cross-contamination.
5. Students and staff will be required to wash their hands after eating.
6. Cafeteria staff will wear non-latex gloves.
7. Any other measures will be addressed in individual Allergy Action Plans.

**D. Bus Transportation**

1. Bus drivers will be informed of all students on their bus runs/trips who have an Allergy Action Plan.
2. In accordance with existing bus procedures, no eating is allowed on school buses.

**E. Staff Training and Informational Materials**

1. The building principal may institute in-service training and/or distribute educational materials about allergies to school staff, as he/she deems appropriate.
2. The school nurse will make available to school staff, parents/guardians and students appropriate educational literature/resources about allergies.
3. Non-licensed school staff will be trained in the use of epi-pens, inhalers and/or other medications in accordance with the Board's student medication policy.
4. Teachers and other staff who have supervisory responsibilities for a student with an Allergy Action Plan will receive specific training appropriate to the student's particular situation.

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