

 **D**avison Community Schools

Where Kids Come First and Futures Begin

*Connections ❖ Curriculum ❖ Opportunities*

**Food**

**Nut**

**Peanut Allergy**

**Guidelines**

## **Davison Community Schools**

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## Overview and Goal of this Manual

Davison Community Schools recognizes that the number of students enrolling in our schools with potentially life threatening food allergies is growing. As public educators we recognize our responsibility to develop appropriate health plans for students with life threatening food allergies which detail emergency treatment while proactively addressing conditions to prevent exposure to specific allergens.

### What is a Food Allergy?

Students with food allergies have over reactive immune systems that target otherwise harmless elements of our diet and environment. During an allergic reaction to the food, the immune system recognizes specific food protein as a target. This initiates a sequence of events in the cells of the immune system resulting in the release of chemical mediators such as histamine. These chemical mediators trigger inflammatory reactions in the tissues of the skin (itching, hives, rash) and the respiratory system (coughing, difficulty breathing, wheezing), the gastrointestinal tract (vomiting, diarrhea, abdominal pain) and the cardiovascular system (decreasing blood pressure, heartbeat irregularities, shock). When the symptoms are wide spread and systemic, the reaction is termed “anaphylaxis” a potentially life-threatening event.

### What is Anaphylaxis?

Anaphylaxis is a potentially life threatening medical condition occurring in allergic individuals after exposure to their specific allergens. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body. These symptoms may include one or more of the following:

Hives	Difficulty swallowing
Vomiting	Wheezing
Itching	Difficulty breathing, shortness of breath
Diarrhea	Throat tightness or closing
Swelling	Sense of doom
Stomach Cramps	Itchy Scratching lips, tongue, mouth or throat
Red, watery eyes	Fainting or loss of consciousness
Change of voice	Dizziness, change in mental status
Runny Nose	Flushed, pale skin, cyanotic (bluish) lips and mouth

The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, which are potentially fatal. Common examples of potentially life threatening allergies are those to foods and stinging insects. Life threatening allergic reactions may also occur to medications or latex rubber and in association with exercise. Approximately 50 deaths per year are caused by insect sting anaphylaxis and 150-200 deaths per year from food anaphylaxis, mostly from peanut and tree nut allergies (The Food Allergy Network, 2003).

Anaphylaxis can occur immediately, or up to two hours following allergen exposure. In about a third of the anaphylactic reactions the initial symptoms are followed by a delayed wave of symptoms 2-4 hours later. This combination of an early phase of symptoms followed by a late phase of symptoms is defined as bi-phasic response and may not respond to epinephrine and may not be prevented by steroids. **Therefore, it is imperative that following the administration of epinephrine, 911 is called and trained emergency personnel examine the child.**

## **Overview and Goal of this Manual**

Continued

**When in doubt, it is better to give the Epi-Pen/TwinJect Auto-Injector (epinephrine) and seek medical attention. Fatalities occur when epinephrine is withheld or delayed.**

For those students at risk for food induced anaphylaxis the most important aspect of the management in the school setting should be prevention and prompt response to a possible reaction.

Children with severe food allergies have a higher rate of other allergic diseases including asthma and eczema. Anaphylaxis is more common in children whose food reactions have had respiratory features such as difficulty breathing and throat tightness. Anaphylaxis appears to be more probable in children who have already experienced an anaphylactic reaction. Anaphylaxis does not require the presence of any skin symptoms such as itching and hives.

### **Children with Food Allergies and their Families**

Not only is raising a child with food allergies challenging, it is scary. Parents must rely on people they do not know to ensure that their child(ren) are safe and that appropriate medical treatment is provided during an emergency. Parents must ensure strict food avoidance, understanding food labeling and be on constant alert to implement an emergency medical plan at any moment. These are just some of the challenges parents of children with food allergies deal with every day. With time, support and education parents become skilled and are well prepared to keep their children safe. Perhaps the greatest challenge parent's face is finding the balance between what is safe and what is normal when meeting the needs of their children. The balance works well until it is time to share the care of the child with others. It is at this time the balance often shifts and parent must work to reestablish it. The challenge to this precarious balance is never greater than when a child begins school. What often worked so well in their own home is now being given to unfamiliar people with varying degrees of knowledge and experience in working with children impacted by food allergies.

A collaborative partnership between school and families can provide a safe and healthy learning environment, which will help parents and their children make the transition between the safety of their home environment into the expanding world of school. When accomplished, this is one of the greatest lessons a child with food allergies can learn, they can be safe in a world outside their own home.

A thoughtful, well-implemented Care Plan will help students learn to:

- Ask for help
- Develop healthy and strong friendships
- Acquire developmentally appropriate social skills
- Be more confident
- Become more independent
- Self monitor that his /her medication is readily available
- Challenge situations that may feel unsafe or unnecessarily risky

Similarly, classmates who do not have life-threatening allergies develop a greater capacity for generosity, flexibility, and compassion. Teachers and other parents come to address modifications necessary to keep student with food allergies safe and socially included as just another form of instructional "differentiation".

In some cases, a student's allergies may rise to the level of a disability under Section 504 of the Rehabilitation Act of 1973 ("Section 504").

## Responsibilities of Student with Food Allergies

- Take as much age appropriate responsibility as possible for avoiding allergens.
- Do not trade or share food.
- 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 your allergies as you get older (refer to parent responsibilities outline).
- Develop a relationship with the school nurse, your principal and classroom teacher(s) to assist in identifying issues related to the management of the allergy in school.
- Do not share Epi-Pen/TwinJect with other students
- When riding the school bus, sit immediately behind and to the right of the bus driver when transporting to/from school and/or during field trips, **when requested by the parent**
- Learn where your medication is kept and that it (the medication) travels with you at all times when appropriate. This is particularly important as you enter adolescence and interact within environments with less oversight
- Assume greater, developmentally appropriate responsibility to notify “new people” of his/her allergen
- Do not accept food from other students
- Assume greater responsibility for checking that Epi-Pens are present in backpack

## **Responsibilities of the Parent/Guardian of a Student with Food Allergies**

- Inform the principal of your child's allergies prior to the beginning of the school year – or as soon as possible after a diagnosis (refer to "To Parents of Student's with Life Threatening Food Allergies" and Care Plan.
- Work with the school nurse to complete a Care plan for your child prior to the school year
- Complete a Care Plan with your child's medical doctor
- Provide the school with a way to reach you (cell phone, work, etc.) and maintain updated emergency contact numbers and medical information
- Provide a list of foods and ingredients for your child to avoid per the allergy care plan
- Strongly consider providing a medical alert bracelet or necklace for your child
- Provide the school office with at least (2) up-to-date epinephrine auto injectors and other appropriate medications (Benadryl, inhalers, etc.) Ensure that adequate supply of epinephrine auto injectors is available and expiration dates are monitored
- Provide the school nurse with annual updates on your child's allergy status
- Consider signing a release of information so the school can exchange information and consultation with your child's primary health care provider.
- Work collaboratively with the school to develop a proactive prevention plan that promotes increasing age appropriate independence as the child grows and matures
- Be willing to provide "safe snacks" for your child's classroom so there is always something your child can choose from during an unplanned special event. For example, you may wish to provide a "safe snack box" to keep in the classroom
- Be willing to accompany your child on field trips if possible and requested
- Share emergency plan and other necessary medical information with private child care/club/organizations (i.e. Boy Scouts), Davison Community Enrichment and Recreation.

## **Responsibilities of the Parent/Guardian of a Student with Food Allergies**

Continued

### **Periodically review with your child:**

- Recognize the first symptoms of an allergic/anaphylactic reaction
- Identify where the Epi-Pen/Twinject auto injector and other medications (ex. Inhalers, Benadryl) is kept while at school and who has access to the epinephrine while at school.
- Communicate clearly as soon as she/he feels a reaction is starting – or that they do not feel well
- Do not share snacks, lunches or drinks
- Do not accept food from Classmates
- Understand the importance of hand washing before and after eating with greater personal responsibility
- Report teasing, bullying and threats to an adult authority
- Do not show or share Epi-Pen/Twinjects with other students
- Take as much personal age-appropriate responsibility for his / her own safety as possible

It is important that children/student's take on more responsibility for their own food allergies as they grow older and are developmentally ready. Recognize that is a collaborative interest shared by parents, school personnel and child.

Consider reinforcing the following with your child:

- Communicate the seriousness of the allergic response
- Communicate symptoms as they appear – reinforce how important it is for your child to get immediate attention from those around him/her for a medically urgent situation
- Read labels as is developmentally appropriate
- Carry own epinephrine auto injector as agreed upon in the care plan developed by child's physician

## **Responsibilities of the School Administrator**

- Provide and monitor annual training and education for faculty and staff regarding
  - Foods, insect stings, medications, latex
  - Risk reduction procedures
  - Emergency procedures
  - How to administer an epinephrine auto injector in an emergency
- Provide accessible emergency communication between classroom-office, playground-office, field trips – office (e.g. walkie-talkies, cell phones), intercom system, classroom phones
- Office personnel will inform parent/guardian/family immediately if the student experiences an allergic reaction at school
- Teacher sub folders should be labeled clearly “MEDICAL ALERT” on the front cover. The particular medical issue should be clearly identified with the student’s picture inside the folder.
- Confirm with secretarial staff and school nurse that “medical alert” is entered in Synergy
- Ensure signage is posted in all necessary areas
- Provide lunch monitors with names and pictures of students with known food allergies
- Designate a peanut/tree nut restricted area and/or table in the cafeteria
- Assign lunch monitor to monitor “peanut/nut free” area
- Ensure media center and computer lab have a nut free computer/ipad
- Prep for days with unusual schedules
- Ensure that care plan is distributed to specials teachers, substitute folder, lunch monitors and playground staff



## **Responsibility of the School Nurse**

- After receiving care plan if clarification is needed the nurse will contact parent/guardian/family to discuss care plan
- At the beginning of the school year, collect allergy data for each school and send to designated staff person to collate data. Send updates as needed throughout the school year to input into database
- Ensure that office staff are aware of individual students with food allergies in the building
- Following the development of the care plan, ensure that all portions of the Care Plan are completed and that the parent and primary health care provider have signed the form
- Distribute the Care Plan to the transportation supervisor and secretaries
- Complete the review of all care plans at the start of school
- Ensure all school staff has received Epi-Pen/Twinject training and other guidelines having to do with life-threatening food allergens, symptoms, risk reduction procedures and emergency procedures training as well (admin, secretarial, teaching, monitors, para's, transportation, DCER, coaches, etc.)
- Educate all new personnel as needed
- Periodically work with the student to foster increasing independent skills as is age appropriate
- Ensure adequate supply of epinephrine auto injectors are available, expiration dates are monitored and location of Epi-Pen/TwinJects are clearly communicated and labeled for food allergy student(s)
- Arrange for emergency kits to be prepared and inform appropriate staff (example one Epi-Pen self-carried and one in the main office)
- MERT
- In the event that 911 is called, staff will provide EMS with a copy of the care plan as well as the student profile
- Provide training to necessary staff as arranged in cooperation with building administrators

## **Responsibilities of the Teachers**

- In all K-12 classrooms, no obvious peanut or nut foods shall be distributed to students or consumed in the classroom (i.e. snacks, birthdays, etc.).
- In classrooms with an identified allergy, closely monitor food items to enforce peanut / tree nut free restrictions
- Review the publication “To Teachers with Students who have Life-Threatening Allergies”.
- Review the Care Plan for any student(s) in your classroom with life-threatening allergies.
- Participate in all team meetings having to do with Epi-Pen/Twinject training and implementation of the Care Plan to include:

-Allergens that cause life-threatening allergies (foods, insect stings, medication, latex, etc.)

-Steps to take to prevent life-threatening reactions and accidental exposures to allergens

-How to recognize symptoms of the student’s life threatening allergic reaction

-Steps to manage an emergency

-How to administer an epinephrine auto-injector

- Work with principal to ensure accessible communication between classroom-office while on field trips, the playground, special area classrooms and childcare (e.g. cell phones, walkie talkies), intercom & classroom phone
- Keep close proximity to student during activities such as assemblies, field trips and outdoor activities
- Keep the student’s Care Plan accessible at all times
- Keep Care Plan with photo in a well-organized, accessible format in sub folder
- Clearly label on front of Sub folder:

Outside: Medical Alert – Read Details Carefully

Inside: Student picture, medical issue clearly identified, action plan included

- IF NECESSARY, designate and maintain computer equipment for food allergic student according to accommodations outlined

## **Regarding Snacks and Lunchtime:**

- Determine whether student’s lunchbox needs to be isolated from other student’s lunchboxes
- Encourage parents/families to send in a supply of “safe snacks” for their child with allergies
- If necessary, work with principal to establish an eating area in the lunch room that is restricted from food to which the student is allergic
- Reinforce general practice of “hand washing” before and after eating

## **Responsibilities of Teachers**

Continued

### **Regarding Field Trips**

- Review the publication “When Taking a Student with Medications on a Field Trip”.
- Ensure Epi-Pen/TwinJects and instructions are taken on field trips
- Ensure communication between teacher-office/emergency responders is accessible. Program school nurse phone # into phone.
- Invite parents of a student at risk for anaphylaxis to accompany their child on school trips, in addition to the chaperone. The student’s safety or attendance must not be conditioned on the parent’s presence.
- Consider ways to wash hands before and after eating (e.g. hand wipes).
- Refer to sample letter on acceptable lunch alternatives/suggestions to be sent to parents

## **Responsibilities of School Bus Drivers and the Transportation Department**

- Nurse will provide the Transportation Department with a copy of the Care Plan. This document will be kept with the substitute maps
- Provide annual training for all school bus drivers on managing life threatening allergies
- Ensure that each bus is equipped with 2-way communication
- Know the closest, local emergency medical facilities when transporting students on a field trip or to/from home
- Maintain a no food eating practice on the bus; longer bus rides for field trips must include prior planning with building staff if snacks will be permitted. It is important for parents to realize that the bus drivers are driving and it may not be possible to “police” this effectively
- Student and/or responsible adult should carry Epi-Pen/TwinJect at all times since bus drivers do not stock or carry epinephrine auto-injectors
- When requested by the parent, the student is to sit immediately behind and to the right of the bus driver when transporting to and from school and/or field trips

## **Responsibilities of the Food Services Director**

- To reduce the risk of exposure to peanut and nut products in the elementary schools, DCS has decided to remove all obvious peanut and nut products from the elementary menu such as peanut butter and jelly sandwiches and peanut butter as a condiment. In addition, we have taken steps to have products containing peanuts removed from vending machines.
- Be prepared to discuss menu (breakfast and lunch) a la carte items, food products and ingredients; food handling procedures; cleaning and sanitation practices
- Establish communications and training consistent with the building protocol for all food service staff
- Ensure all food service servers participate in building training as necessary
- Be prepared to make food ingredient lists used in the food preparation and service available; this should include contact information of vendors and purveyors from which bulk food products are purchased in order to access food content information
- Understand the laws protecting the student(s) with food allergies as they relate to food services
- Publish advance copies of the hot lunch menu, when requested
- Make recommendation to administration on the purchase of wipes to be provided by DCS, as needed
- Be prepared to make up food trays in advance after meeting with parents to determine specific foods that are safe

## **Responsibilities of the Lunchroom Monitors**

- Attend the team meeting, when invited, for purposes of training and becoming familiar with the student(s) Care Plan.
- Review and follow sound food handling practices to avoid cross-contamination with potential food allergens
- Strictly follow cleaning and sanitation protocol to avoid cross contamination
  - Maintain separate cleaning supplies for peanut/tree nut restricted tables and/or areas
- Work closely with building principal to establish a no peanut and nut/no allergen table for food allergic students; establish that this area will be allergen safe. If this table is only restricted to “no peanuts or nuts allowed”, students with lunches bought from cafeteria food service will be permitted to sit at this table.
- Assign a person responsible for monitoring the food allergy table for reactions, food sharing, and students permitted to sit at the table
- Work with building principal to enforce hand cleansing practices
- Be aware of which students have identified food allergies and which lunch they attend
- Be vigilant about monitoring food allergy student on the playground
- Designated peanut/nut free table will be cleaned with separate cleaning bucket and cleaning cloth

## Information from the School

- Out of consideration to the student with allergies to peanuts and nuts, Davison Community Schools will make reasonable effort to ensure that no foods with obvious peanuts and/or tree nuts will be consumed or distributed in classrooms. This includes daily snacks as well as birthday celebrations.
- Students with peanut, nut, egg, milk or other known allergies will eat only what you provide from home. This includes food for lunches, snacks, birthdays or other celebrations. If a student does not bring food, they will be allowed to call home to request that food be brought. When food is not available from home, the school will not be responsible to provide substitute food.
- Parents may make special arrangements with food services to review the daily lunch menu options
- In elementary school, some students' plans will indicate that they need to sit at a lunchroom table designated as "restricted" and therefore not allowing the food allergen. Students who need to eat at such a table will be able to have other students without allergies sit with them only if the other students are eating a lunch from the cafeteria lunch program. Lunch supervisors will be alerted to monitor the student whereabouts while on the playground
- DCS has a policy of no eating or drinking on school buses unless supervised. However, DCS wants to make parents aware that while the bus driver is driving and keeping his/her eyes on the road, this is difficult to enforce. The buses are used for many different purposes and events. Buses are periodically cleaned, however cleaning is not scheduled prior to each use. If this will present too high of a risk for your child, please discuss this further with your school principal.
- DCS understand that school playground equipment is used during non-school hours. Although DCS will not typically be allowing food to be taken to playgrounds during school hours, DCS does not supervise whether food is brought onto school property during non-school hours. On the rare and special occasions that food is prepared, served, serviced and/or eaten on the playground as part of a pre-planned school event; efforts will be made to restrict the food to an identified area. Parents will be notified well in advance. Because of the nature of such events, DCS want to make parents aware that playgrounds are an area of higher risk for students with food allergies.
- DCS wants parents of students with life-threatening food allergies to be aware that all students, including their child, are welcome to participate in all school activities. However, please be aware that circumstances may occur which present a risk level, which is difficult to reduce in the school setting. If possible, please provide parental supervision during these events to keep the risk level as low as possible. These include, but are not limited to events with international foods, potluck meals, catered meals and all school social events.
- Substitute teachers will be informed of any students with life threatening food allergies by having a copy of the Care Plan with student picture in the "Sub Folder". Each building will present each substitute teacher upon arrival with a copy of the "Food Allergy Notice". This will remind them to check the sub folder for information about students with severe food allergies in their classroom. Office staff will also give student teachers, parent volunteers and other substitute staff the "Food Allergy Notice" when they check in.
- DCS staff is not present to supervise use of the building, including whether specific foods are present, during non-school hours. We cannot ensure that foods containing allergens will not be present in the school during non-school hours. To make non-school groups aware of areas where specific foods are not allowed, signs will be posted.

## **Information from the School**

Continued

- Signage will be used in all schools to indicate areas where particular foods are not allowed. This signage will include picture and printed communication.
- DCS wants to make parents aware that due to the increased age and maturity of students in the middle school and high school levels and due to the fact that entrance to these schools by the public occurs without general restriction, the foods brought into these schools are generally less restricted and less supervised.
- DCS is unable to guarantee that your child with life threatening food allergies will not be accidentally exposed to his/her allergens in the school environment. However, DCS will work to keep his/her risks as minimal as possible.

Thank you for sharing information about your child to help us minimize his/her exposure risks and for educating your child as best as possible in ways that he/she can contribute to protecting himself/herself from exposures.

Please contact the principal or school nurse of your child's school immediately if you have any questions or concerns about plans to accommodate their needs.



## To: Teachers with Students who Have Life Threatening Food Allergies

This year you have in your class a student(s) who has such a severe allergy to a food(s) or insect stings that they require some accommodations for the sake of their safety, and must have an Epi-Pen/TwinJect readily available. Thank you for your care and concern for these students. This handout is to answer some of your questions. Please contact the school nurse with any further questions or concerns you may have.

- Each student with an Epi-Pen/TwinJect has a care plan specific to them. It may or may not look like other plans of students with the same allergies, depending on severity of reaction, age of student, etc. The school nurse will give you a copy of the plan for your student. Please read it thoroughly. If you have any questions, please email or call the school nurse.
- Attend the Epi-Pen training provided by your school nurse.
- Each student with an Epi-Pen/TwinJect will also have a Care Plan specific to them and signed by their physician and parent/guardian, giving instructions on what to do if the student has an allergic reaction. You will be given a copy of this and an additional copy to keep in your sub folder with the student's picture attached. If you need to learn how to recognize an allergic reaction and administer an Epi-Pen/TwinJect, contact the school nurse.
- If your student's Care Plan indicates that an Epi-Pen/TwinJect is to be kept in your classroom, keep it in an unlocked, easy to see place (i.e. so a sub teacher may easily spot it). It has often worked for the bag with medication(s) and Care Plan to be thumb tacked high on a bulletin board close to the teacher's desk. Not all plans for students with allergies will include keeping an Epi-Pen/TwinJect in the class. If the student's Care Plan calls for an Epi-Pen/TwinJect to travel with the student, check to make sure a backpack is appropriately supplied.
- If a particular food(s) will not be allowed in your classroom, please send a letter home the first day of school alerting classroom parents what they may or may not send in for snacks, birthday treats, etc. Attached is the prototype of a letter to use. Please feel free to add to this letter to make it specific and helpful to your class' needs. Any language that you add should maintain consistency with the language of **"no peanuts or nuts allowed"**. Do not describe an area as "peanut or nut free". This same letter should be handed out to any volunteers or student teachers for your class. Please contact your room parent regarding specific allergen issues.
- Record information in the sub folder, which will notify anyone substituting for you that a student(s) in your classroom has life threatening food allergies. The message should remind the substitute to look for further information about this in your sub folder. Ensure your sub folder has precise information regarding the student's care plan.
- Establish a procedure of regular hand washing especially before and after eating to prevent accidental contamination for adults and students alike.
- Establish open communication with parents of students with allergies. If a particular food is not allowed in your classroom, the parent will be the best source to provide you with a list of safe snacks and treats which other non-allergic students may bring into the class. Parents of a student with allergies will most often be your best source of information. A mutually supportive partnership will be helpful to you and the student.

## **To: Teachers with Students who Have Life-Threatening Food Allergies**

Continued

- Assist the food allergy student identify special areas and support staff, as well as office staff and other regular school helpers as needed and as it developmentally appropriate.
- On Field Trips:
  - Take the whole zip lock bag from the office which contains the student's Epi-Pen/Twinject, Emergency Action Plan and any other medications ordered for their allergy (Benadryl, inhaler, etc.). Keep all these items in the same bag.
  - Take a cell phone with you. If you need to borrow a cell phone, please let the office know. Be sure to have the nurse's phone number. (810-701-4011)
  - Keep any student(s) with severe allergies under your (the teacher's) supervision at all times during a field trip. The only other adult who may supervise a student with medication is the student's own parent if the parent comes on the field trip.
  - If you need to administer the Epi-Pen/Twinject, or any medications, please write the following information directly on the paperwork found in the bag: the student's name, date, time, medication, dosage, route, and who gave it. In other words, document completely the administration of any and all medications.
  - Refer to handout on "When Taking a Student with Medications on a Field Trip".
  - Refer to Sample letter (page 24) on acceptable lunch alternatives/suggestions to be sent to parents.
- Classroom education is available through borrowing materials from your school nurse. Monitor closely that bullying or teasing does not occur. Be supportive and inclusive towards students with food allergies.
- When organizing class parties and special events, consider non-food treats. Use stickers, pencils or other non-food items as rewards instead of food.
- If your school has a computer labeled "no peanuts or nuts allowed", this computer is for use only by students with allergies to peanuts or nuts. If a severe allergy student from your class uses this computer, please see that the keyboard is wiped down after use, (Lysol wipes / Pledge wipes) and replace any sign designating it as a computer with which contact with nuts is not allowed.
- If your class goes to a playground and you will be out of sight of other staff, notify the office of your whereabouts and approximate return time and please take a cell phone or walkie talkie and a FOB with you to seek help in an emergency, especially if you have a student with a life threatening bee sting allergy or if your student's plan asks you to do this. Notify the office when you return.
- If your class has reading buddies or other visitors come to the room, please be sure that allergies are kept in mind when snacks are present. If your class is required to wash their hands after lunch before reentering your room, have the reading buddies wash their hands prior to entering your classroom.

**To: Teachers with Students who Have Life-Threatening Food Allergies**

Continued

- If your student's care plan indicates that they will react to skin contact/touching their allergen, please encourage regular hand washing by all students in your class, especially after lunch.
- If you keep a classroom pet, check the content of the pet's food to be sure that it does not contain peanuts or nuts.
- All elementary classes will be notified that food is not to be taken onto the playground during school hours.

Thank you for doing all that you can to protect the safety of these students, while allowing them to participate fully in your class experience.

School Nurse: Megan Rule

Cell Phone: 810-701-4011

Email: [mrule@davisonschools.org](mailto:mrule@davisonschools.org)

## **Registration Timeline**

### **Early (as time allows):**

- Make parent packages for later distribution to include:
  - “To: Parents of Students with Life-Threatening Food Allergies”
  - “If You Want Your Child to Take Medication at School”
  - Care Plan

### **Between Kindergarten Roundup / Young 5’s and End of School Year:**

- School nurse consults with each parent who indicated at Kindergarten Roundup that his or her child has a life-threatening food allergy. This meeting is to gather information, complete the interview and discuss needed strategies for the purpose of directing a care plan. Give parent/guardian the parent packet referred to above.
- Collect Care Plan from parent that has been completed by a physician.
- Give principal a copy of the care plan for review, feedback and to identify any concerns or questions.
- Secretary enters health information concerning new students into student database as reflected in the health tab and Kindergarten Roundup.
- Create a database grid for each school reflecting strategies for all severe allergy students in that building.

### **Prior to Start of School:**

- Parent/guardian should return
  - Care Plan, signed by physician and parent/guardian
  - Medications ordered in Care Plan (Epi-Pen/TwinJect, Benadryl, and Inhaler)
  - Signed acknowledgement of Information from the School

Distribute to all building staff the summary database reflecting strategies for all allergy students in that building.

## **Registration Timeline**

### Continued

- Distribute the following documents to assigned classroom teacher and specials teachers:
  - Care Plan for student
  - “To: Teachers of Students Who Have Life-Threatening Allergies”
  - “When Taking a Student with Medication on a Field Trip”
  - Information on how to reach you if they have questions
  - Send e-mail notice to assigned teacher and special area teachers that a Care Plan has been left in their mailbox in case they choose not to be present in the school prior to contract requirements
- Distribute the student’s Care Plan to Transportation, along with the student’s address and bus route if known
- Place ordered medications (Epi-Pen/TwinJect, Benadryl, Inhaler, etc.), Care Plan (EAP) where needed:
  - Clinic (bag containing medications, EAP with picture)
  - In student clinic file (EAP)
  - Medication Book (original EAP with picture)
  - Sub folder of class teacher and all specials teachers (EAP with picture)
  - In bag with each Epi-Pen/TwinJect at locations around school as determined in the Care Plan (EAP with picture)
- Post Signs (doors, tables, etc.)
- Schedule Epi-Pen/TwinJect training for:
  - Teaching Staff
  - Lunch Monitors
  - Office Staff
  - Cardinal’s Nest
  - Latch Key
  - Bus drivers
  - Special Teachers
- Notify lunch monitors if specific food allergy strategies should be implemented (end of table with sign, separate table, etc.)

### **At the Beginning of the School Year:**

- Training completed at each building
- Record expiration dates of Epi-Pen/TwinJect – if possible
- Make sure all plans have been implemented
- Introduce the food allergy student to all office staff, special area and support staff.

## When Taking a Student with Medication on a Field Trip

- Take student's emergency medication (Epi-Pen/Twinject, Benadryl, asthma inhalers, insulin, glucose tablets, etc.) with you on any field trip, including walking field trips. Also take scheduled medications with you, which will need to be given during the time period you will be out of the building.
  - Take the plastic zip lock bag from the office/clinic that has the student's medication and orders in it.
  - You may need to carry a fanny pack or backpack to carry multiple medications.
- The original container with all the medication in it must be taken on the trip. Individual pills may not be removed from the container prior to administration of the medication.
- Medications should stay with the teacher
- Students with medication or potential health needs must stay under the supervision of the teacher during the field trip. If the parent of the student with medication comes on the field trip, the student may be under his or her own parent's supervision. In this case, only the parent may carry his or her own son/daughters' medication.
- Administration of medication will be done by DCS district employees only, unless the parent of the student administers the medication. Giving medications to students may not be delegated to a non-DCS employee (e.g. parent of another student). Ask another employee to witness you administering the medication.
- To administer medication, **CHECK TO MAKE SURE YOU HAVE THE:**
  - RIGHT STUDENT**
  - RIGHT MEDICATION**
  - RIGHT DOSE**
  - RIGHT ROUTE** (e.g. oral, topical cream, injection, etc.)
  - RIGHT TIME**

Follow up by documenting on the student's paperwork that you gave the medication (document: medication, dose, time and initials of person who gave the medication). Ask the witness to also initial the documentation.
- Carry a cell phone on field trips. If you do not have one, let the office know so we can arrange for one to accompany you.
- No eating on buses except when a plan has been developed for longer distances and/or in an extreme circumstance.

Questions? Call Megan Rule, School Nurse 810 701-4011

## If You Wish Your Child to Take Medication at School

Highlights from the DCS policy for administering medications to students.

- Any medicine should be taken at home if at all possible
- Medications needing to be given at school are to be brought to and from school by a parent
- Medications must be in their original container, labeled with:

Name of student

Name of medication

Time of administration

Dosage

Route of administration

Expiration date

- Medications (prescription and non-prescription) must be accompanied by written, signed instructions from a physician and signed authorization by a parent/guardian. Forms to be signed by the parent and physician may be obtained from your school office. These forms must be renewed at the beginning of each school year.
- Physician written orders must match prescription instructions on the container's label
- Tablets must be sized for proper dosage (e.g. cut in half, etc.) prior to bringing medicine to school
- Students must provide their own measuring cup or spoon if needed
- Medications will be kept in the clinic/office area for the student to take with supervision or by administration of trained staff. Emergency medications will be kept unlocked in the office area and other locations as necessary.
- Parents may request permission for a student to carry and self-administer their own asthma inhaler and/or epi-pen if written permission is presented from the physician and parent and notification is provided to the principal, nurse and classroom teacher.
- It is the responsibility of the student to report to the office at the time the medicine is to be taken, unless prevented by a disability or other reason.
- Refill of the prescription is the responsibility of the parent
- Expired medications will not be administered
- Medicine will be discarded at the end of the year if it is not picked up within given timelines

## To: Parents/Guardians/Family of Students with Life-Threatening Food Allergies

As we work together to prepare for your child's needs for the school year, please keep in mind the following information.

### Parent Responsibility Checklist

- **Bring the Care Plan, pictures, Epi-Pen/TwinJect and other prescribed medications to the school office 2 weeks prior to the start of school.** The Care Plan must be reviewed and signed by a physician and parent(s) annually. The picture(s) which you bring (face only) will be attached to copies of your child's Care Plan so that your child may be quickly identified by anyone caring for your child during an emergency.
- If your child's orders include liquid Benadryl or another antihistamine, provide the Benadryl along with a medication measuring cup if appropriate.
- Before bringing your child's (2) Epi-Pen/TwinJect(s) to school, please mark their expiration dates on your calendar at home so that you will remember to replace their Epi-Pen/TwinJect at the time of expiration. **An EXPIRED Epi-Pen/TwinJect cannot be used in the event of an emergency.**
- If your child has a care plan for their allergies from the previous school year please provide a renewed copy, signed by a physician to the building office.
- Please review the handout "If You Want Your Child to Take Medication at School" for information about the DCS medication policy.
- Each student for whom an Epi-Pen/TwinJect is prescribed must provide an Epi-Pen/Twinject to be kept in the office. Your child's plan may or not include carrying an Epi-Pen/TwinJect on their person, or keeping one at other locations in the school. However, each student must have an Epi-Pen/TwinJect in the office location as a backup.
- Snacks are to be provided from home. How often your child brings a snack (e.g. daily, occasionally, etc.) will depend on whether your child's class schedules time for snacks and whether your child would like a snack. Teachers will not be responsible for making decisions regarding alternative snacks.
- If your child's allergen is not allowed in his/her classroom, provide a list of snacks that would be safe for other students to bring into the classroom. Please bring this when you bring the Epi-Pen/TwinJect and signed doctor's orders prior to school.
- If possible, touch base with your child's teacher before school starts, in addition to the first or second day of school, to see if they have any questions or concerns. Once the school year has settled down to a routine, you may ask your child's teacher about ways you can be of help in keeping your child safe at school (e.g. being present during parties, going on field trips, etc.). Maintain good communication with your child's teacher.



**To: Parents/Guardians/Family of Students with Life-Threatening Food Allergies**

Continued

- Provide a list of grandparents, relatives or other designated people who are available to accompany your child on field trips or parties where there is a higher risk of accidental exposure.
- If your child rides a bus, personally introduce your child to their bus driver on the first day of school and identify your child as having a life threatening allergy with an Epi-Pen/Twinject in their backpack or fanny pack. The school nurse will also notify the Transportation Department. Upon your request, your child may sit immediately behind the driver and to his/her right.
- Keep emergency contact information updated with the school office. Because the school may need to contact you in an emergency, please consider carrying a cell phone so we may get in touch with you immediately.
  
- With who may the school share information about your child's life threatening allergy?

The staff of Davison Community Schools has my permission to notify the people indicated below of my child's life threatening allergy.

Please initial to give approval:

\_\_\_\_\_ All school staff

\_\_\_\_\_ The name of my child may be included

\_\_\_\_\_ Classmates

\_\_\_\_\_ The name of my child may be included

\_\_\_\_\_ Families of Classmates

\_\_\_\_\_ The name of my child may be included

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

## Notice to All Substitutes and Volunteers

Substitute teachers, substitute lunch monitors, substitute secretaries, parents in the building

### \*\*\*\*\*IMPORTANT\*\*\*\*\*

Our building has several students who have severe, LIFE-THREATENING food allergies to peanuts and nut products.

For these students, eating or touching any peanuts, nuts or products containing nuts could result in a potentially fatal allergic reaction.

**As you begin today**, immediately check with the office professionals or person to whom you report to learn about life threatening food allergies or students with other health concerns with whom you will work. If you are a substitute, check the appropriate sub folder for further information. Please remember that health information is confidential.

Our staff is trained in how to respond to students with severe food allergies, please:

- Wash your hands after eating or touching any foods.
- Do not eat or bring any food items into the classroom or specials classrooms without first checking with the teacher of that room
- Observe the signs posted outside all rooms or areas that indicate that no nuts or other allergens are allowed in those areas
- Do not offer food to any student
- Do not encourage sharing of food
- Do not let students take food out to the playground
- Check with the office to receive training on administering Epi-Pen/TwinJect.

Thank you for your cooperation in this important matter.

Questions? Contact school nurse Megan Rule at cell phone # (810) 701-4011