

## Food Allergy Management Plan

### OVERVIEW

Eanes ISD is committed to the safety of our students and acknowledges that some students have allergies that are triggered by certain foods and may lead to an anaphylactic reaction which can be life-threatening. EISD also recognizes the increasing occurrences of students with documented food allergies that can lead to anaphylaxis. When the school learns of such an allergy, it is important to respond in a manner to ensure the health of the student. EISD cannot guarantee that a student will never experience an allergy-related event while at school; however, in order to reduce the risk of an allergy-related event at school, this Food Allergy Management Plan was created.

The guidelines outlined in this Plan are to be followed to reduce a student's risk of exposure to food allergens and prepare EISD employees to recognize and treat an anaphylactic reaction. While the guidelines below can be implemented for any food allergy that may lead to an anaphylactic reaction, the primary focus is on nuts<sup>1</sup>. The following guidelines are primarily for students on elementary campuses; however, where specified, all students regardless of campus are included.

Secondary students are generally able to monitor their own health needs and carry and self-administer the medications prescribed for anaphylaxis; however, administrators, teachers, and other staff members shall accommodate a student's needs in accordance with their Individual Health Plan (IHP).

### Section 504 Plan

Students with a documented food allergy that can lead to an anaphylactic reaction may qualify as a student with a disability according to Section 504 of the Rehabilitation Act of 1973 and may be eligible for Section 504 Services Plan. Parents or adult students are encouraged to contact the campus Section 504 coordinator regarding the food allergy.

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<sup>1</sup> In this regulation, "nuts" means both tree nuts and peanuts.

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### Staff Training

All school nurses will follow guidelines established through their medical training and District protocols regarding students with allergies including training, storage of medication, administration of medication, and development of an Individualized Health Plan (including but not limited to the Eanes ISD Allergy and Anaphylaxis Emergency Action Plan).

All campus, Child Nutrition, Transportation, Easy Care, and Child Development staff will be required to complete mandatory training on food allergies to reduce the risk for exposure, recognize the signs and symptoms of anaphylactic reactions, and provide appropriate care. This training consists of completing an on-line module as part of the Eanes ISD Mandatory Training requirements.

Campus staff that work directly with a student with a documented food allergy that can lead to an anaphylactic reaction or an aide on a special needs bus monitoring a student with such an allergy will be annually trained by a health care professional on symptoms and administration of medication specific to the individual student within five school days after school notification of the allergy.

Substitutes will complete annual mandatory training on symptoms of anaphylactic reactions and administration of medication as part of the substitute training requirements. On elementary campuses, information pertaining to a student with a food allergy will be left by the classroom teacher in the substitute folder. In the event of an allergic reaction, substitutes will notify a regular staff member who will attend to the student. The substitute will assist the regular staff member as directed.

### Transportation

All transportation conducted during school hours including to and from school and field trips will be food free. Exceptions to “food-free field trips” will be made for long field trips (i.e. Corpus Christi) and emergency situations during field trips, including inclement weather. In the case of an exception, precautions will

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be taken for students with food allergies.

In accordance with District medication policy, a student under the age of 18 may carry and/or self-administer medication for anaphylaxis on the school bus if the student's parents and physician agree that he/she is capable of doing so safely and effectively. In addition, the parents and physician must indicate their authorization in writing on the student's Allergy and Anaphylaxis Emergency Care Plan.

General education bus drivers will be trained to recognize signs of anaphylaxis but will not be responsible for monitoring or administering medication on a general education route. As with any medical emergency on a school bus, the driver will follow protocols for contacting 911 should an emergency situation arise.

Any student not old enough or able to carry and/or self-administer medication is eligible for special transportation either under a Section 504 Services Plan or a Special Education Individualized Education Plan. Bus monitors on special transportation routes will be trained on how to identify symptoms of an anaphylactic reaction and how to administer medication in accordance with Individual Health Plans.

In accordance with District medication policy, parents are prohibited from asking other students on District transportation to carry or administer their child's epinephrine.

#### **Nut Free Classrooms: Elementary**

A Nut Free classroom is a classroom where it is expected that no food that contains nuts is served or consumed by any staff member or student.

Signs indicating a classroom is Nut Free will be posted outside the classroom door.

Teachers in nut free classrooms will monitor snacks brought in by students for nuts.

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If a student brings a snack with nuts into a Nut Free classroom, the student will not be allowed to eat that snack in the classroom. In special circumstances, with principal approval, the student may be allowed to eat in an alternative location.

If a campus has a student with a documented nut allergy in a Nut Free classroom, specials areas, computer labs, libraries and other common shared instructional spaces will also be designated as Nut Free. For adult-only events that occur in common spaces, nut products may be served, but the same cleaning protocols used in the cafeteria must be done in the common space after the event. Principals are responsible for coordinating with custodians regarding the specific cleaning of nut-free areas after adult-only events.

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, nut-free restrictions should be followed in accordance with this Regulation and campus-specific rules.

A campus may choose to make an entire grade level, wing, or pod Nut Free depending on the campus.

### Cafeterias

#### Elementary:

Cafeterias will display posters outlining the symptoms of an anaphylactic reaction.

Each principal will designate a Nut Free Zone in the cafeterias. This can be an entire table or a portion of the table as long as the risk or contact or accidental ingestion is mitigated.

At the elementary level, all food offered by Eanes ISD Child Nutrition is nut free and kitchens are nut free.

All students in Nut Free classrooms who bring their lunch from home will wash their hands upon the completion of eating lunch.

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### Secondary:

The kitchens and food served at the three secondary campuses are not nut free.

Secondary students shall monitor their health needs related to seating and food intake in the cafeteria. However, teachers and administrators shall assist students in accordance with the Individualized Health Plan.

### **Parental Notification**

In classrooms which are designated as Nut Free, a letter will be sent home to parents outlining:

- 1) Information about food allergies
- 2) Procedures for snacks and other food events
- 3) Risk of cross-contamination

If a student brings a snack with nuts to a designated Nut Free classroom, the classroom teacher will communicate the Nut Free classroom procedures with the parents.

### **Reinforcement and Rewards for Students**

In elementary schools, no food item that contains nuts will be used by teachers, other school staff, booster clubs or outside entities as a reinforcement or reward.

### **Food Events in School**

In elementary schools, principals are responsible for communicating this Regulation as well as food allergies that exist on their campuses with Booster Clubs or other organizations that bring in food for school-wide events. The decisions about what types of food will be served should be clearly communicated with all parents.

### **Food Events Outside of School Hours**

Parents and students should recognize that numerous events and activities are held in the District's facilities outside of school hours. The District cannot control food consumed during these events and activities. However, events that occur after school hours and are sponsored by school-related entities such as booster clubs, Community Education, etc., must provide spaces designated as nut free. Outside entities may not bring food containing nuts into Nut Free classrooms or other nut free designated areas.

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### Outside Vendors – Ingredient Lists

When an approved vendor is used for an event, the organizer of the event will inform parents of the vendor, so that parents will have an opportunity to review relevant ingredient lists, either on the vendor's website or as posted at the event.

### Field Trips: Elementary

Teachers on field trips shall follow the same protocols for lunch and snack as is used in the classroom and cafeteria on their campus. After eating, wipes shall be used if hand washing facilities are not available.

No food may be consumed on the bus. Exceptions will be made for long field trips (i.e. Corpus Christi) and emergency situations during field trips, including inclement weather. In the case of an exception, precautions will be taken for students with food allergies.

Field trips for a grade level with a Nut Free classroom should not be to food production facilities where nuts are used in the manufacturing of products or to places where students will consume food where nuts are used in products.

Field trips to places that have snack bars, cafeterias, or vending machines will be allowed; however precautions should be taken for students with food allergies.

### Teacher Responsibilities: Elementary

Teachers with students in their classrooms with known food allergies are responsible for notifying campus administration, the school nurse, and parents when food will be used in the curriculum, encountered on a field trip, or given to students to taste, eat or drink at least one week prior to the event.

### Nurse Responsibilities

Annually, nurses will train staff on the symptoms of anaphylaxis and procedures for administration of medication.

As provided by parents and physicians, nurses will keep an Allergy and Anaphylaxis Emergency Care Plan and Individualized Health Plan (IHP) on file for each student outlining the condition

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and procedure for dealing with the allergy.

Nurses will scan the Allergy and Anaphylaxis Emergency Care Plan and IHP into Skyward so that teachers, administrators and child nutrition employees can access them.

Epinephrine auto-injectors are to be kept on hand for students or staff members who experience an undiagnosed anaphylactic reaction during the school day. They will be administered according to standing orders written by a physician designated by the District.

Schools will keep the following stock supplies on campus:

- Elementary schools: 3 sets of Epipens and 3 sets of Epipen Jr.
- Middle Schools: 3 sets of Epipens and 2 sets of Epipen Jr.
- High School: 4 sets of Epipens and 1 set of Epipen Jr.

### Parental Responsibilities

Prior to the first day of attendance, parents of students with life-threatening food allergies are required to provide the school nurse with an EISD Allergy and Anaphylaxis Emergency Care Plan (or similar anaphylaxis plan) that has been completed and signed by the student's personal physician and the parent.

Additionally, the parent must provide all medications required for treatment. These typically include an epinephrine auto-injector, an antihistamine, and in some cases, an asthma inhaler. The parent is responsible for providing medications that are not expired and for replacing them before their expiration dates. These requirements are necessary to comply with the District's medication policy and laws governing nursing practice.

If students with life-threatening food allergies are taking courses or attending activities outside the school day, parents must also inform community education and after-school activities of such an allergy and work with the coach or instructor to plan accordingly.

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Parents are responsible for meeting with the school nurse prior to the first day of school attendance to initiate or update the student's IHP and for providing updated medical information to the school nurse. Failure to provide updated and accurate information can result in a delay of services or an inability to effectively care for students.

Parents of a student with a documented nut allergy which can lead to anaphylaxis can request the student be placed in a classroom designated as Nut Free. This request should be made to the campus principal by the following deadlines:

Returning students - by May 1 of the prior year

Newly-enrolled students - 10 business days prior to starting school. If 10 business days' notice is not provided to the school, the school may require up to 10 business days after enrollment to implement a Nut Free classroom.

Newly-diagnosed students – After notification, 10 business days to implement nut free classroom

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