

ANAPHYLAXIS POLICY REGULATION

Pathophysiology and treatment

Allergic reactions can affect almost any part of the body and cause various symptoms. Anaphylaxis includes the most dangerous symptoms and is a life-threatening medical emergency occurring in individuals after exposure to specific allergens.

Signs and symptoms of allergic reactions, including anaphylaxis, may include: hives; coughing; itching (of any part of the body); wheezing; swelling (of any body parts); throat tightness or closing; difficulty swallowing; red, watery eyes; runny nose; difficulty breathing; vomiting; impending sense of doom; diarrhea; dizziness; stomach cramps; fainting or loss of consciousness; drop in blood pressure or shock; change of voice; change of skin color.

Most anaphylactic reactions in schools are due to food allergies, although medications, stinging insects, or latex can also result in anaphylaxis.

Treatment of anaphylaxis is centered on treating the rapidly progressing effects of the histamine release in the body with epinephrine. An injection of epinephrine is the treatment of choice for anaphylaxis. Because anaphylaxis can lead to death or permanent damage within minutes, timely administration of epinephrine is critical. The risk of death from untreated anaphylaxis far outweighs the risk of administering epinephrine, even if administered inadvertently to someone not having an anaphylactic reaction. Antihistamines may also be used in the treatment of allergic reactions.

Creating an Allergen-Safe School Environment:

The most important aspect of the management of students with life-threatening allergies is avoidance. The risk of exposure to allergens for a student is reduced when the school, medical provider, parent/guardian, and student, work together to develop a management plan that includes both prevention as well as treatment in the event of an accidental exposure.

The following components are essential in managing severe allergies in the school environment:

A) Procedures and treatment plans, including responsibilities for school nurses and other appropriate personnel, as described in the Bethlehem Central School District's, "Managing Food Allergies in the School Environment", will be followed. This document was originally developed with parents of food allergic children and school staff in 2003. It was updated in 2006, and in 2008, to address the recommended components of the Allergy and Anaphylaxis Management Act 2007.

B) A training course will be offered to interested school staff in the prevention and recognition of severe allergic reactions and anaphylaxis, school management of the severely allergic students, the administration of epinephrine by Epi-pen, appropriate handling and disposal of Epi-pen, and the immediate care of the patient until medical help arrives.

School health professionals will provide training and refresher training to any interested school staff whenever it is requested, but at a minimum they will offer training to non-medical school staff at least yearly.

C) School nurses will develop Individualized Emergency Care Plans, (ECP), Individualized Healthcare Plans, (IHP), and Transportation Plans, as appropriate. Guidelines for managing severe allergies for overnight field trips at the secondary level have also been developed.

D) Communication of a student's severe allergy will begin with the parent/guardian to school staff. The school nurses will follow the guidelines in BCSD's "Managing Food Allergies in the School Environment", to ensure that all school staff is notified of a student's food allergy. This notification may include the sharing of individualized emergency care plans, documentation of a "health alert" on a student's record in BCSD's database, and sharing the names of students with transportation, food services, lunch aides, and other school personnel, as appropriate.

E) Strategies for risk reduction may include the following:

- Providing allergen free tables in the cafeterias in the elementary schools, and as requested in the secondary schools;
- Discouraging the sharing of snacks/food in all buildings;
- Discouraging the eating of food on school buses, except in the cases of students with other health conditions, i.e. diabetes;
- Students with food allergies may bring in a "safe box" of snacks from home. These snacks may be kept in the classroom or health office, and be used as needed during school events, i.e. classroom parties;
- Elementary students may eat pre-packaged food items with all ingredients listed, or whole fruits/vegetables, offered at school events, with written parental permission provided;
- Food allergy student assessments and subsequent education of students regarding their self-management skills will be provided by school nurses, as appropriate;
- Students with food allergies will not perform cafeteria cleaning duties;
- Parents of all students will be requested not to send in allergy containing food item(s) into the classroom for snacks or parties; and
- School staff will raise awareness in regards to food allergies as appropriate.

In addition to the above items, action steps for anaphylaxis management may include the following:

- Having standing emergency medical protocols for nursing staff per BCSD school physician(s);
- Maintaining a school supply of life-saving epinephrine emergency medication;
- Following NYSED guidelines and laws regarding medication orders for students with severe life-threatening conditions; and
- Allowing self-directed students, as assessed by the school nurse, to carry life-saving medication with prior approval by the medical provider, as long as duplicate life-saving medication is also maintained in the health office in the event the self-carry student misplaces their medication

Sample Forms and Letters

The following sample forms and letters may be used in the management of severe allergies at BCSD:

- Parent/Guardian Questionnaire of Child with Food Allergy
- BCSD's "Managing Food Allergies in the School Environment"
- Food Allergy Student Assessment Form
- Contract for Self-Administration Form
- Epi-pen Training Checklist for School Staff
- Emergency Care Plan for Severe Food Allergy (ECP)
- Transportation Emergency Care Plan
- Classroom Parent Letter (Elementary)

Adoption date: May 20, 2009

Bethlehem Central School District

Managing Food Allergies in the School Environment

School staff, parents, and students will share responsibility in creating a safe and healthy school environment by attempting to minimize and control exposure to food allergens through education.

GOALS OF SCHOOL MANAGEMENT:

- Reduce the possibility of exposure to allergen
- Early recognition of accidental exposure/allergic reaction

- Quick response to accidental exposure/allergic reaction
- Development of child's self-management skills

GENERAL GUIDELINES

Parent/Guardian Responsibilities

Student Responsibilities

School Nurse Responsibilities

Teacher Responsibilities

Coach Responsibilities

Before School/After School Responsibilities

Food Service Staff Responsibilities

Lunch Aide Responsibilities

Transportation Staff Responsibilities

PROTOCOL FOR SCHOOL MANAGEMENT OF STUDENT WITH SEVERE FOOD ALLERGY

Parent/Guardian Responsibilities

1) The Parent/Guardian will provide the following:

- ___ Licensed provider documentation of food allergy including specific allergen(s)
- ___ Licensed provider medication order(s) for epinephrine by auto-injector, as well as other medication(s) as needed, including ability to self-administer as appropriate
- ___ Parent/Guardian(s) signed consent to administer all medications
- ___ Parent/Guardian(s) signed consent to share information with other school staff as appropriate
- ___ Epi-pen medication, and other medication(s), as ordered
- ___ Description of the student's past allergic reaction(s), including triggers and warning signs
- ___ A description of the student's emotional response to his/her food allergy
- ___ Name and telephone number of the student's primary care provider
- ___ Name and telephone number of the student's allergist
- ___ Method to reach parent/parent designee should an emergency occur
- ___ Signed release for school nurse to speak with physician(s) as needed

2) The Parent/Guardian will:

- ___ Contact/meet with the school nurse at the start of the school year, to develop a plan that accommodates the student's needs at school.
- ___ Educate the child in the self-management of their food allergy including:
 - Early recognition of an allergic/anaphylactic reaction
 - Communicating to an adult any early warning signs
 - Location of an epi-pen
 - Not sharing snacks, lunches, or drinks
 - Reading food labels as age-appropriate
 - Understanding the importance of hand washing before eating
 - Reporting teasing or bullying to adult authority
 - Role-playing different scenarios so that their child will know what to do in any situation
- ___ Notify the district transportation supervisor to assure that school bus drivers are aware of child's food allergy
- ___ Notify any before or after school staff member/volunteer regarding child's severe food allergy, and provide an emergency plan as appropriate.
- ___ Provide child with safe snack alternatives for school events, (i.e. "box" of snacks in classroom or in health office)
- ___ May provide permission for student to participate in classroom parties with prepackaged food items, with complete ingredient listings noted, and/or with whole fruits and vegetables that can be washed.
- ___ **Parent will provide a signed consent, (at the elementary level), if they choose pre-packaged labeled item(s) for party.**
- ___ Discuss a plan for field trips with school staff

Parent/Guardian Responsibilities

FOR MIDDLE SCHOOL STUDENTS

(Family & Consumer Science Course: Required for all 7th grade students)

Parents will:

- ___ Provide information to guidance and/or classroom teacher regarding child's food allergy
- ___ Provide a release for school staff to speak with physician(s) as appropriate
- ___ Review Emergency Care Information/Plan with school staff

FOR HIGH SCHOOL STUDENTS

(Elective course selection)

Parents will:

- ___ Provide information to guidance and/or classroom teacher regarding child's food allergy **during the course selection process**
- ___ Provide a release for school staff to speak with physician(s) as appropriate. (BCSD may request M.D. approval for course selection)
- ___ Review Emergency Care Information/Plan with school staff

Paperwork for Parent Responsibilities:

- Questionnaire for Parents of Child with Food Allergy, (for new students)
- Copy of BCSD "Food Allergy Guidelines", (for new students, and as requested)
- Medication order forms, (will be provided annually)
- Consent forms, (as appropriate)
 - 1) M.D. release form, and/or
 - 2) Pre-packaged food consent form

Student Responsibilities

- ___ Student will not share or trade food or utensils
- ___ Student will not eat anything with unknown ingredients or known to contain any allergen
- ___ Student will wash hands before and after eating
- ___ Student will learn to recognize symptoms of an allergic reaction
- ___ Student will promptly inform an adult as soon as accidental exposure occurs or symptoms appear
- ___ Student will take more responsibility for managing their allergies as he/she gets older, including carrying medications when appropriate

Paperwork for Student Responsibilities:

- Food Allergy Student Assessment form
- Contract for Self-Administration of Medication, as appropriate

School Nurse Responsibilities

- ___ School nurse will initiate discussion with parent/guardian, as needed, regarding student's food allergy.
- ___ School nurse will review health records submitted by parent(s) and physician(s)
- ___ School nurse will develop an Individualized School Health Care Plan and/or Emergency Action Plan as appropriate with the goals of:
 - Student safety from ingestion and/or physical contact with allergens
 - Early recognition of allergic reaction
 - Quick response to allergic reaction and/or accidental exposure to allergen
 - Development of student's self-management skills
- ___ School nurse will initiate discussion with student's physician and/or specialist, as needed, and with parental consent, to assist in the development of care plans.

- ___ School nurse will inform school staff, as appropriate, regarding student's food allergy and emergency action plans. School staff may include classroom teachers, food service staff, lunch aides, noon aides, coaches, bus drivers and attendants)
- ___ School nurse will coordinate, and may provide, in-service training, as needed, for appropriate staff regarding student's life-threatening allergens, including symptoms, risk reduction procedures, emergency procedures, and how to administer an epinephrine auto-injector
- ___ School nurse will discuss field trip policy with parents
- ___ School nurse may meet with student to assess and encourage development of self-management skills
- ___ School nurse will maintain documentation of student's self-management skills as appropriate

Paperwork for School Nurse Responsibilities:

- Epi-Training Checklist for school staff
- Training information for school staff
- Individualized Emergency Action Plans for Students
- Individualized Health Care Plan for Student, as appropriate

Teacher Responsibilities

- ___ Teacher will become familiar with any student(s) in the classroom with the health condition of severe food allergy, including individual emergency action plan.
- ___ Teacher, in conjunction with parents and school nurse, will work to follow individual safety plan to reduce the risk of accidental ingestion.
- ___ Teacher will inform other adults in the classroom (i.e. student teachers, aides, providers, and substitute teachers) of student's food allergy and necessary safeguards, as appropriate
- ___ Teacher will work to create a classroom climate that avoids endangering, isolating, or harassing students with the health condition of food allergies
- ___ Teacher, and/or other school staff, will notify parents and school nurse of field trip plans with as much notice as possible
- ___ Teacher will contact parents of student with food allergy regarding lesson plans that use food and of events where food will be served
- ___ Teacher will work with the school nurse, as appropriate, to inform other parents and students regarding student with severe food allergy, (at the elementary level, see "sample letter")
- ___ **At the elementary level**, teacher will communicate to parent(s)/guardian(s), and school nurse, about planned classroom parties and events involving food, including specific foods to be used. Teacher will receive/provide labels of food

items, as appropriate. Parent(s)/guardian(s) may provide permission for student to eat prepackaged food items with complete ingredient listings, and/or whole foods which can be washed. Parent(s)/guardian(s) may also provide a box of “safe” snacks for their child.

- ___ **At the secondary level**, teacher will communicate to student regarding any classroom party or event involving food.
- ___ Teacher will send parent’s signed consent to health office. Teacher will encourage student to go to health office, as appropriate, to review plan for classroom event.

Paperwork for Teacher Responsibilities:

- Individualized Emergency Action Plans for Students, as appropriate
- Training information
- Copy of BCSD Food Allergy Guidelines

Coach Responsibilities

- ___ Coach will become familiar with student(s) in their athletic program with the health condition of severe food allergy, including individual emergency action plans.
- ___ Coach will be responsible for receiving and reviewing health concerns on colored health clearance participation cards. Coaches will follow up with school nurses on any questions or concerns.
- ___ Coach will participate in training, if willing, and be comfortable in implementing emergency care as appropriate. Coaches will follow district policies and procedures regarding emergency care.
- ___ Coach will have a plan to access emergency care if needed, i.e. ensure that emergency communication equipment is always available, know how to use district phone system, if appropriate, etc.
- ___ Coach will make sure that food allergic students will have all necessary medication and equipment to treat their health condition

Paperwork for Coach Responsibilities:

- Individualized Emergency Action Plans for Students, as appropriate
- Training information, as appropriate
- Copy of BCSD Food Allergy Guidelines

Before School/After School Staff Responsibilities
(School sponsored activities, i.e. extracurricular clubs)

- ___ Staff will become familiar with student(s) in their before school/after school program with the health condition of severe food allergy, including individual emergency action plans.

- ___ Staff will follow up with school nurses on any questions or concerns.
- ___ Staff will participate in training, if willing, and be comfortable in implementing emergency care as appropriate. Staff will follow district policies and procedures regarding emergency care.
- ___ Staff will have a plan to access emergency care if needed, i.e. ensure that emergency communication equipment is always available, know how to use district phone system, if appropriate, etc.
- ___ Staff will make sure that students will have all necessary medication and equipment, as appropriate, to treat their health condition

Paperwork for Before School/After School Staff Responsibilities:

- Individualized Emergency Action Plans for Students, as appropriate
- Training information, as appropriate
- Copy of BCSD Food Allergy Guidelines

Food Service Responsibilities

- ___ Food services staff will review and follow food-handling practices to avoid cross contamination with potential food allergens.
- ___ Food service staff will strictly follow cleaning and sanitation protocol to avoid cross-contamination.
- ___ Food service director will read all food product labels and recheck routinely for potential food allergens.
- ___ Food service director will train all food service staff and their substitutes to read food product labels and recognize food allergens.
- ___ Food service director will maintain contact information with manufacturers of food products (i.e. consumer hotlines).
- ___ Food service staff will become familiar with students with food allergies.
- ___ After receiving physician documentation, food service staff will make appropriate substitutions or modifications for meals served to students with food allergies, if necessary.
- ___ Food service director will be available to parents of students with food allergies should any questions arise regarding menu items

Lunch Aide Responsibilities

- ___ Participate in training on food allergies, as provided
- ___ Become familiar with signs and symptoms of food allergies, (to be provided at first aid training)
- ___ Become familiar with students with food allergies

- ___ Provide clean table(s) for students with food allergies, as needed
- ___ Report any harassment to students with food allergies
- ___ Discourage food sharing

Transportation Responsibilities

- ___ Transportation staff will maintain “no eating” policy on school buses, exception will be only to accommodate special needs students, (i.e. diabetic students)
- ___ Transportation staff will familiarize themselves with the student with a severe allergy¹
- ___ Transportation staff will participate in training regarding recognizing symptoms of an allergic reaction and administering a student’s epi-pen in case of a severe allergic reaction
- ___ Transportation staff will know “*Transportation Food Allergy Emergency Action Plan*” for each student with severe food allergy, as appropriate.
- ___ The student may sit near front of bus

- ___ Transportation staff will follow the protocol outlined below for the student carrying an epi-pen on the school bus:

If student is NOT self-directed (indicated on *Transportation Food Allergy Action Plan*)

1. Develop a plan for transportation (i.e., parent or designated person, identified in writing, alerts bus driver to the location of the epi-pen in the student’s backpack.) The bus driver will alert school personnel upon arrival at school to the location of the epi-pen and then the process is reversed when child goes home)
2. Student must sit in front of the bus near the driver
3. Follow student’s “*Transportation Food Allergy Emergency Action Plan*”
4. If the student, who is required to carry an epi-pen, is brought to the bus without his/her epi-pen, he/she will not be transported.
5. If the student has an allergic reaction, the driver will immediately inform the dispatcher and 911 will be contacted.

If student is self-directed (indicated on *Transportation Food Allergy Emergency Action Plan*)

¹ Documentation for a student’s allergy must be provided by the medical specialist and must include the symptoms students may exhibit with an allergic reaction. This documentation must be provided by the parent to the school nurse and a copy will be forwarded to the transportation supervisor and a *Transportation Food Allergy Action Plan* will be developed, as appropriate.

1. Develop a plan for transportation (i.e., know where epi-pen will be located on student, i.e. backpack, on person, in special pouch, etc.)
2. Student may sit in front of bus near the driver
3. Follow student's "*Transportation Food Allergy Action Plan.*"
4. If the student has an allergic reaction, the driver will immediately inform the dispatcher and 911 will be contacted. If the child is unable to self-administer the epi-pen, the driver will administer the epi-pen.