

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**453.61 - Rule**

**PROCEDURES FOR MANAGING STUDENT ALLERGIES**

- A. The District will, to the extent practicable, implement the following procedures to manage student allergies in the school environment and during school sponsored activities:
- Remain knowledgeable about and comply with the following: applicable federal laws including American with Disabilities Act (ADA), Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act, and Family Educational Rights and Privacy Act (FERPA); and state laws and district policies that also apply.
  - Train and document all district employees in the recognition of allergic reaction symptoms and in effective responses to emergency situations.
  - Ensure that the transportation contractor includes the recognition allergic reaction symptoms and effective responses to emergency situations in school bus driver training.
  - Annually provide a list of students with serious adverse food allergy conditions to Food Services.
  - Provide allergen-safe products for use in District buildings and grounds.
- B. The school nurse shall be responsible for the implementation of the following procedures.

For Staff Training and Role Designation:

- Provide annual training for teachers, classroom aides, lunchroom/playground supervisors, food service staff, and custodians that work with students with serious adverse allergy conditions.
- Provide annual CPR training and maintain updated list of staff certified in CPR.
- Develop protocols and train staff as to specific roles in an emergency situation.
- Designate school staff to administer medications, in consultation with building principals.
- Arrange for school staff members responsible for administering emergency medications to complete required DPI training.

For Medications

- Ensure emergency medications are available, safely accessible, and known to school staff members responsible for administering emergency medications.
- Annually obtain a standing order from the District medical advisor for an epinephrine auto-injector (in adult and/or pediatric dosing) to be administered for a student who appears to be experiencing a severe allergic reaction and does not have an allergy action plan and related medication consent and instructions on file with the school.

These epinephrine auto-injectors will be provided for each school so a trained staff member can administer epinephrine without written consent and instructions from the student's parent/guardian and health care provider. The person who administers the epinephrine auto-injector under these emergency conditions is required to call 911 as soon as possible.

### For Allergy Action Plans

- Develop allergy action plans for students with documented serious adverse allergy conditions, including prevention strategies and emergency action steps.

Other persons involved in plan development shall vary with the severity of the condition and the scope of the student's special needs (e.g., 504 Plan, IEP).

- Review the health records submitted by the student's parents/guardian and health care provider.
- Contact the health care provider to clarify specific orders and/or directions for the student's allergy action plan, with required parent/guardian consent.
- Distribute a student's allergy action plan to appropriate staff working with the student.
- Identify a student's specific allergy and treatment through a medical alert statement located in the District's student database.
- Coordinate with school staff to ensure emergency medication and the allergy action plan is brought on trips away from the school building, including field trips, athletic events and other extracurricular activity trips (see the section on trips below).

- C. School staff members shall be responsible for implementation of the following procedures within settings and for activities applicable to their job responsibilities.

### Classrooms

- Review and implement a student's allergy action plan.
- Use appropriate prevention strategies such as:
  - Send letter to parents/guardians requesting only allergen-safe snacks in the classroom.
  - Work with classroom parents/guardians to set guidelines for classroom concerns that relate to serious adverse allergy conditions.
  - Create an allergy specific sign for the classroom door.
  - If appropriate, inform the students about the availability of an "allergen free" table at lunch.
  - Remind students never to share or trade food.
  - Encourage hand-washing before and after eating meals and snacks.
- Adhere to the District wellness policy by:
  - Minimizing the use of food for parties and celebrations.
  - Following recommendations for snacks and food at school.
  - Avoiding the use of food as an incentive or reward.
- Minimize allergens in class lesson plans and curriculum.
- Maintain information for substitute teachers in an organized, prominent and accessible format, including allergy action plans.
- Discuss field trips with parents/guardians to determine appropriate strategies for managing a serious adverse allergy condition.

### Playgrounds/Cafeterias (Supervisors and/or Custodians)

- Review allergy action plans for individual students and make proper accommodations (e.g., carry an epinephrine auto-injector for a student who has an insect allergy).

- Monitor allergen-safe tables in the lunchroom. Other students may also sit at these tables as long as they do not eat foods with allergens. These tables need to be away from garbage cans and food service areas.
- Maintain separate table-washing supplies (e.g., sponges, washcloths) for allergen safe tables.
- Clean table surfaces on a regular basis with allergen safe cleaning products.

#### Food Service Facilities (School Kitchen)

- Enter students with serious adverse food allergy conditions into the food services student data base annually and “as-needed.”
- Minimize cross-contamination.
- Maintain current information from food manufacturers in order to be able to assist in identifying foods possibly containing an allergen.
- Ensure contracted food service providers accurately and sufficiently label all food products.
- Communicate menu items and identify a person to contact with questions.

#### Extracurricular/Athletic Activities (Activity Advisors and Coaches)

- Review and be familiar with students with serious adverse allergy conditions by reviewing the list of student’s allergy action plans.
- Be trained in medication administration, including emergency medications, such as epinephrine auto-injectors, in accordance with state requirements.
- Ensure emergency medications are available, safely accessible, and known to persons responsible for administering emergency medications.
- Call 911 when an epinephrine auto-injector is administered for a student who appears to be experiencing a severe allergic reaction and does not have an allergy action plan and related medication consent and instructions on file with the school.
- Coaches and advisors will notify parents/guardians and the principal or athletic director that an epinephrine auto-injector was used. The principal or athletic director will notify the school nurse of an epinephrine auto-injector use.

#### Trips Away from the School Building (Teachers, Coaches and Activity Advisors)

When planning and leaving on any activity, field trip, athletic event or any other event away from the school building staff will:

- Review the list of students with allergy action plans.
- Collaborate with the school nurse to avoid high risk destinations and/or plan for prevention of exposure to adverse allergens in anticipated situations.
- Make reasonable efforts to identify ingredients ahead of time for all planned meals and snacks, and make arrangements for allergen free meals.
- Plan ways to wash or sanitize hands before and after eating.

- Store meals/snacks of students with serious adverse allergy conditions separately to minimize cross contamination.
- Encourage and invite parents/guardians to accompany a student on the trip, as appropriate.
- When a parent/guardian does not accompany the student on the trip, consult with the principal or athletic director to identify a trained staff member to accompany the student who will administer an epinephrine auto-injector in case of emergency.
- Ensure that medications and instructions for students with a serious adverse allergy condition are taken on trips. Epinephrine auto-injectors should not be stored in extreme hot or cold temperatures.
- Allow students who are approved to self-administer medication to carry their own epinephrine auto-injector.
- Carry a cell phone or other means of communication to use if emergency help is required.
- Call 911 when an epinephrine auto-injector is administered for a student who appears to be experiencing a severe allergic reaction and does not have an allergy action plan and related medication consent and instructions on file with the school.
- Notify parents/guardians and the principal or athletic director that an epinephrine auto-injector was used. The principal or athletic director will notify the school nurse of an epinephrine auto-injector use.

Approved (WASB): December 16, 2013