

RULES AND REGULATIONS INTERPRETING BOARD POLICY OF  
2XX – LIFE THREATENING STUDENT ALLERGIES

Purpose:

The purpose of this administrative regulation is to set forth procedures that strive to provide as safe an environment as possible for those children enrolled in District schools with severe, life threatening allergies.

Definitions:

1. “Allergic” for the purpose of this Administrative Regulation means that a child has a life-threatening allergy.
2. “Protected handicapped student” means a student who meets the following conditions:
  - a. Is of an age at which public education is offered in the District.
  - b. Has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the student’s school program.
3. “Section 504 Service Agreement” means a written agreement executed by a student’s parents/guardians and school officials setting forth the specific related aids, services or accommodations to be provided to a protected handicapped student.

Identifying Children with Allergies:

1. At the beginning of every school year and at registration for new students, the school nurse, or other designated person, will send home a questionnaire requesting relevant information about each child with respect to allergies. This questionnaire shall include but not be limited to suspected or known allergens, how the child’s physician and parents/guardians suggests allergies are to be handled throughout the school day, and a request for a picture of the child if there are known allergies.

2. At the same time, the nurse, or other designated person will send accompanying information about allergies including this regulation, common triggers for allergies in children and information that directs parents/guardians to see their child's physician and the school nurse if a person suspects their child may have or knows their child does have an allergy. The school nurse is responsible for developing the questionnaire noted in item #1 above as well as the accompanying information. Although the questionnaire and accompanying information about allergies shall be sent home, information regarding allergies (triggers, recommendations, health care plans) and the District's policy will also be posted on the District website.

#### Confidentiality of Information:

All information provided to the District regarding a child's allergies or suspected allergies will be treated as confidential whenever doing so does not create a risk to the child's safety. Disclosure of such information will be governed by Policy 216 "Pupil Records" and the Family Educational Rights and Privacy Act.

Also, information regarding student allergies will be revealed to appropriate District staff whenever doing so is deemed necessary to protect the student's safety or to provide a Free Appropriate Public Education.

#### Section 504 Service Agreement Implementation:

1. If a child is identified as having an allergy that requires modifications to the school environment, the District, with the assistance of the school nurse and the child's parents/guardians will enter into a 504 Service Agreement that follows the recommendations of the child's treating physician to ensure the child is able to attend school and have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate to the ability of the child.
2. Parents/guardians may request that a Section 504 Service Agreement be developed for their child if they believe their child should be identified as a protected handicapped student due to allergies. When making such a request, parents/guardians should include available relevant medical records along with their written request for the provision of services. The request should be submitted to the school nurse's office. Whenever possible, the parents'/guardians' request for the provision of services shall state the specific related aids, services or accommodations the parents/guardians believe the student needs. The District shall send a written response to the parents'/guardians' request within 25 school days of receipt of the written request. The Districts' response to the parents/guardians shall be in the parents'/guardians' native language or mode of communication.

3. 504 Service Agreements should be developed before the first day of school. Other allergic students will have their Individualized Health Plans updated in a timely manner, utilizing information on the updated student medical emergency forms.
4. 504 Service Agreements should include the following information:
  - a. The nature and severity of the child's allergy;
  - b. The date services shall begin;
  - c. Provisions for handling medical emergencies caused by the allergy including but not limited to the storage location of the epinephrine auto-injector; and
  - d. Where circumstances necessitate, the Service Agreement must also include:
    - i. Provisions for elimination of the allergen in the student's classroom and other school rooms or areas in which the student will be during the school day, including any required notifications to visitors or parents of other children..
    - ii. Provisions for an allergen-free lunch table.
    - iii. Provisions for field trip accommodations.
    - iv. Provision for training and education of students and staff, including substitutes to protect the safety of the allergic child. The 504 Service Agreement must include when, how often, for how long, and by whom the training will be given as well as the content of the training.
    - v. Provisions to protect the child from allergens on the school bus while being transported to and from school.
    - vi. Provisions for response to an allergic incident during transportation to or from school or during transportation of the student by the District.
    - vii. Provisions for response to an incident during before or after school activities sponsored by the District, including during District-provided transportation to and from those activities.
    - viii. Provisions for response to an incident during a school emergency, such as lock down or evacuation.
    - ix. Provisions for alternative options for the child to ensure inclusion in classroom activities (for example, provisions for alternative snacks that the child can eat

- x. Provisions to make certain that a fully trained person is present at school whenever the student is present.
  - xi. Provisions for addressing any harassment by students targeted at other students with food allergies.
  - xii. Provisions for notification of the parents of an occurrence that would remove the student from the school building as part of a field trip or other outside activity.
6. 504 Service Agreements should be reviewed periodically and updated as needed.
  7. 504 Service Agreements should be individualized to address the particular needs of the student.
  8. Most importantly, the student's school must assure that the accommodations in a student's 504 Agreement along with the District's policies and procedures adequately provide the student equal access to his or her educational program and that the student is not subject to discrimination based on his/her disability.

#### Individual Health Plans

504 Plans are not necessary for all allergic children. Students with allergies that do not require modifications to the school environment shall be provided with an Individualized Health Plan (IHP) in the format as set forth in the Attachment 2.

#### Emergency Procedures:

1. All staff and teachers who are responsible for a child who might need to be administered epinephrine by an auto injector will be trained by the certified school nurse or by the nurses assisting the certified school nurses in the correct administration of an epinephrine auto injector including specific procedures for responding to a reaction for each child.
2. In the case of an allergic reaction, the person responsible for the child will follow the medical emergency procedures that are in the child's 504 Plan or IHP and will notify the school nurse.

### Field Trips:

1. On all field trips that include an allergic child, that child's parents/guardians should be invited to accompany their child on such trips. This may be in addition to or in lieu of other chaperones and is intended to allow the parent/guardian to assist their child if an emergency arises. If this cannot happen, a designated classroom teacher or aide who has read and is able to fully implement the child's 504 Service Agreement or IHP must be included on the field trip. The child shall not be excluded from a field trip due to the inability of a parent/guardian to accompany their child.

### Allergen-Free Space:

If allergen-free space is deemed necessary according to a child's 504 Service Agreement:

1. The space will be clearly designated.
2. The space will not contain, or in the case of food-related allergens be used for the consumption, preparation, or serving of food containing allergens, at any time during the school year, including special events.
3. Allergen-free tables will be cleaned after each meal using disposable wipes and/or dedicated cleaning materials.
4. Extra care will be given to avoid cross-contaminating allergen-free space during cleaning.
  - a. Lunch shall not be eaten in the space during cleaning or while cleaning is in process.
  - b. Everyone who enters the space must use wipes or soap and water to clean their hands when entering the space after recess or lunch.
  - c. Homemade foods may not be allowed in the space.

### Class Special Occasions

When an allergic child is in a class, only labeled foods that do not contain the triggering allergen may be brought for special occasions. It is best when the allergic students' parents/guardians provide a list of acceptable foods in order to avoid the possibility of miscommunication.

#### Non-District Sponsored After School Activities:

1. The parents/guardians of a child with allergies are responsible for providing information and emergency medical supplies to the supervisory adult in charge of after-school activities that are not sponsored by the District and in which the child is participating.
2. The District encourages all community groups that are conducting activities on school premises to be familiar with prevention and emergency procedures for allergic children.
3. All persons in charge of non-school activities conducted on school premises must adhere to procedures for maintaining allergen free space to ensure that any such space used during the non-school activity is not compromised and remains safe for use by children with allergies when school is in session. Outside organizations will be made aware that compliance with such procedures is a condition of use of the premises. If at all possible, outside organizations will not be provided permission to use the allergy-free space, since the District has no guarantee the outside organization will follow the procedures.

#### District-Wide Preventative Measures:

The certified school nurse or staff nurse at the direction of the certified school nurse in cooperation with the school administrator shall consider developing District-wide preventative measures such as protocols for proper sanitation, hand-washing procedures, safe practices among students, options for allergen free zones, use of facilities by outside organizations, etc.

#### Anaphylactic Emergency of an Undiagnosed Child:

If a child who is not previously diagnosed with an allergy experiences a potentially life-threatening anaphylactic emergency, the school nurse shall assess the situation and administer the epinephrine injection. Immediately after giving any child (diagnosed with allergies or not) epinephrine, the certified school nurse or staff nurse shall call 911 and contact the child's parent/guardian.

#### Education and Training:

1. School personnel shall receive training and education by the certified school nurse or staff nurse at the direction of the certified school nurse about life threatening allergic conditions, risk reduction, determining safety of foods to which allergic children are exposed, and response to emergencies, including fatal reactions.

2. All students shall receive education about life threatening allergic conditions, prevention (such as limiting food swapping and purpose for allergen free zones), and anti-harassment, bullying and teasing of students with allergies. Information about allergies will be provided by the school nurse. The education component may be accomplished through the curriculum including health class instruction in elementary, middle and high school. K-3 elementary classroom teachers may read appropriate books to students such as Nicole Smith's series: "Cody the Allergic Cow," "Allie the Allergic Elephant," and "Chad the Allergic Chipmunk". Videos may also be useful. The District has harassment and bullying guidelines in place.
3. When a child has been identified as allergic and offered a 504 Service Agreement the following steps will be taken:
  - a. All school personnel who work with a child who has a 504 Service Agreement are responsible for implementing all aspects of the Agreement. This includes, but is not limited to, all classroom teachers, substitute teachers, aides, bus drivers, volunteers, and lunch room monitors. For example, an allergic child's 504 Service Agreement must be given to all substitute teachers who will teach the child including a picture of the child.
  - b. Teachers and staff, including custodial staff, cafeteria staff, and bus drivers who may be in contact with the child will receive information at a training session from the certified school nurse regarding the nature and extent of the child's allergy.
4. Training will be tailored to address the specific needs of the children who are allergic including a review of the signs and symptoms the specific children who are allergic may present, and the emergency procedures required to treat them including, if necessary:
  - a. The use of the epinephrine auto injector;
  - b. The location and availability of the child's medicine pack;
  - c. The importance of prevention and risk reduction;
  - d. Notifying parents/guardians of an allergic child well in advance of any school event, activity, or project that involves or may involve the use of the allergen. In the case of a food allergy, the need to notify parents/guardians when an activity involves any food;
  - e. How to read food labels; and

- f. Working to insure that school activities are safe, fun, and inclusive for all children including allergic children.
5. Training may also include: Discouraging the use of the allergen for classroom and school wide functions, including fundraisers; Raising consciousness about information of the possible allergens used at school activities including classroom projects, and including before and after school events; Positive role modeling; Promoting positive self-esteem for allergic children; Promoting peer support for allergic children.
6. The District is not responsible for training outside organizations that use District facilities except to provide rules for the use of allergen free space. Outside organizations shall be required to make participants in their activities aware that the District accepts no responsibility for any harm caused by allergic incidents that occur on school property to people engaged in activities conducted by outside organizations, including incidents that may happen in space designated as allergen free.

Adopted  
05/10/12