

Students

Administrative Procedure - Implementing a Food Allergy Management Program

The following procedure implements policy 7:285, *Food Allergy Management Program*, which is based upon the joint State Board of Education (ISBE) and Ill. Dept. of Public Health (IDPH) publication, *Guidelines for Managing Life-Threatening Food Allergies in Schools (ISBE/IDPH Guidelines)*, available at: www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf. This administrative procedure contains three sections as follows:

1. Glossary of Terms
2. Food Allergy Management Program
3. Individual Food Allergy Management (Three Phases)
 - Phase One: Identification of Students with Food Allergies
 - Phase Two: Prevention of Exposure to Known Allergens
 - Phase Three: Response to Allergic Reactions

All references to the *ISBE/IDPH Guidelines* within the procedures will refer to the specific section title or Appendix with the page number in parenthesis.

Glossary of Terms

Food Allergy Management Program (Program) - The overall process that the Superintendent and other District-level administrators use to implement policy 7:285, *Food Allergy Management Program*, which is based upon the *ISBE/IDPH Guidelines*.

Individual Food Allergy Management - The process at the building-level used to manage and prevent anaphylaxis. The process identifies: (a) students with allergies, (b) procedures to prevent exposure to known allergens, and (c) appropriate responses to allergic reactions.

Individual Health Care Plan (IHCP) - A document that outlines a food allergic student's needs, and at minimum, includes the precautions necessary for food allergen avoidance and emergency procedures and treatments.

Food Allergy Management Program

This section references the *ISBE/IDPH Guidelines* and aligns with governance principles so that District-level administrators can: (a) integrate the Program into the District's existing policies and procedures, (b) engage in ongoing monitoring of the Program, (c) assess the Program's effectiveness, and (d) inform the Board about the Program along with recommendations to enhance its effectiveness.

The Executive Director and/or Program Administrators will:

- Identify and follow best practices that apply to the conditions in the school building to reduce exposure to allergens (p. 20 in the Guidelines).
- Identify and follow the School Administration/Nurse/Designated School Personnel (DSP) Checklists that apply to the working conditions in the school building (p. 22-24, 32-33 in the Guidelines).

- Educate staff about the Food Allergy Management Program and their likely involvement with Individual Food Allergy Management.
- Direct staff members to first use the epinephrine auto-injector and then call 911 anytime an allergic reaction is suspected.
- Will review with staff the *ISBE/IDPH Guidelines* related to food allergies (p. 9-12 in the Guidelines).

Individual Food Allergy Management

This section's procedures are implemented each time the school identifies a student with a food allergy.

Phase One: Identification of Students with Food Allergies

Parent responsibilities include:

- Informing the program administrator of the student's food allergy.
- Provide a detailed Allergy History to the nurse. Participating in all meetings to assess and manage the individual student's health needs.
- Obtain a completed Emergency Action Plan signed by the student's health care provider.
- Provide the school with the medication ordered in the Emergency Action Plan with a pharmacy label attached.

Program Principal responsibilities include:

- Following the District's procedural safeguards for convening a meeting to assess the student's allergy management needs.

Principal, Nurse, and/or designated service personnel responsibilities include:

- Determining whether the student's food allergy requires related services to ensure the provision of a free, appropriate, public education (FAPE), and/or
- Determining whether the student's food allergy requires appropriate reasonable accommodations for the student's disability.
- If the answer to these probes is negative, notifying the parent guardian of the reasons for the denial and the right to appeal and providing any procedural safeguard notices.
- If the answer to either of the above probes is positive, complete the following activities:
 - Gather appropriate health information from parent and/or medical provider
 - Identify all necessary accommodations and/or related services and include in the student's Emergency Action Plan, Individual Health Care Plan and/or in the student's Individual Education Plan (IEP).
 - Determine which staff members will provide the necessary accommodations and/or related services and assign responsibilities.

- Identify staff members trained in emergency response to respond to any allergic reactions that student may have.
- Provide the required procedural notices to parents/guardians.

Phase Two: Prevention of Exposure to Known Allergens

Program Principal, Nurse, and/or Designated Service Personnel responsibilities include:

- Convening a staff meeting to educate staff members who will provide accommodations and/or related services about their responsibility.
- Ensuring that individual staff members perform their responsibilities.
- Facilitating the dissemination of accurate information in the building about the student's food allergy while respecting privacy rights.
- Providing a medical alert to parents/guardians.
- Checking whether there are known competing educational interests with the student's health needs among other student (i.e., diabetes, services animals, etc).
- Managing identified students' competing educational interests. Implementing and following all identified responsibilities in the student's Individual Health Care and/or in the student's Individual Education Plan (IEP).
- Practicing emergency procedures and prepared to follow them.

Phase Three: Response to Allergic Reactions

Principal, nurse and/or Designated Service Personnel responsibilities include:

- Following the student's Emergency Action Plan, Individual Health Care and/or in the student's Individual Education Plan (IEP).

Anyone's responsibilities include:

- Anytime an allergic reaction is suspected, giving the epinephrine automatic injector first and then calling 911.
- Administer antihistamine as ordered by the medical provider if the student has mild symptoms.

Nurse/Designated Service Personnel responsibilities include:

- Implementing and following the applicable items in the Return to School After a Reaction Checklist (p. 43 in the Guidelines).
- Collaborating with the student's parent and medical provider.