

guidelines

OFFICE OF THE SUPERINTENDENT
MONROE COUNTY COMMUNITY SCHOOL CORPORATION

PROGRAM
2413-04/page 1 of 6

WELLNESS PROGRAM

Guidelines for Students with Life-Threatening Allergies (LTAs)

I. Background

There are several causes of severe allergic reactions in adults and children. Individuals can be allergic to foods (most commonly peanuts, egg, milk, dairy, soy, wheat, fish and shellfish), insect stings (yellow jackets, bees, wasps, and hornets), medications, immunizations, chemicals, or latex rubber. A severe type of allergic reaction may occur from exposure to any of the above mentioned causes. This severe allergic reaction is called anaphylaxis. Anaphylaxis is very serious because it can lead to rapid death. It is important to recognize the physical signs that are associated with anaphylaxis.

Physical Signs include:

- Sudden onset with symptoms beginning within 15 minutes after exposure to the agent
- Feeling of apprehension, sweating, weakness
- Feeling of fullness in throat; swelling of lips, tongue, eyelids, or nose
- Difficulty breathing
- Change in quality of voice
- Tingling sensation around mouth or face, nasal congestion, itching, wheezing
- Low blood pressure with weak rapid pulse
- Loss of consciousness, shock, coma
- May present with hives

****It is important to note that anaphylaxis can occur immediately (within about 15 minutes) or up to two hours following the allergen exposure, so it is important to:**

- Identify students at risk
- Have appropriate policies and procedures in place
- Be prepared for an emergency

II. Goal

The Monroe County Community School Corporation cannot guarantee to provide an allergen-free environment for all students with life threatening allergies. The goal is to minimize the risk of exposure to the allergens that pose a threat to those students, educate the school community, and maintain and regularly update a system-wide protocol for responding to their needs. A system-wide effort requires the cooperation of all groups of people within the system.

The goal of the Monroe County Community School Corporation (MCCSC) is to engage in a system-wide effort to:

- Prevent any occurrence of life threatening allergic reactions
- Prepare for any allergic reactions
- Respond appropriately to any allergy emergencies that arise in the least restrictive environment for the child

guidelines

OFFICE OF THE SUPERINTENDENT
MONROE COUNTY COMMUNITY SCHOOL CORPORATION

PROGRAM
2413-04/page 2 of 6

This system wide effort will include the following:

- The Superintendent shall develop administrative guidelines to implement this policy.
- All staff entrusted with care of students subject to anaphylaxis will receive basic training/ education concerning allergic reactions and appropriate treatments. Training shall include, but not be limited to:
 1. A description/definition of severe allergies
 2. The signs and symptoms of anaphylaxis
 3. The correct use of an Epi-Pen
 4. Specific steps to follow in the event of an emergency
- School nurses, in conjunction with the student's parent/guardian and the primary care provider/allergist prepare an Individual Allergy Action Plan (IAAP) for any student with a life threatening allergy. The plans will be reviewed by the school nurse, the student's parent/guardian and primary care provider and/or the student's allergist, and signed off by the child's physician indicating that he/she deems it to be adequate.
- The physician's orders on file in the student's health record.
- Epi-Pens (from an updated prescription to the student) available (**unlocked**) in the health office and in other clearly designated locations as specified in the IAAP. Students are allowed and encouraged to carry their Epi-Pens on their person as allowed by the medication policy.
- Students are allowed to have easy access to their own water bottle (as opposed to just a drinking fountain) to avoid contact allergy complications.
- Bus drivers will receive a list of LTA students they are transporting and will receive training for dealing with an emergency.
- All gloves used in the school system are to be latex-free.
- School nurses will familiarize teachers with the IAAP of their student and any other staff member who has contact with the student on a need-to-know basis.
- Provide and maintain allergy safe tables in each elementary school cafeteria as needed by the IAAP. These tables will be designated by a sign on the table. These tables will be cleaned appropriately by staff as designated by the building Principal.
- An effective food allergy program needs the cooperation of parents, teachers, counselors, school nutrition food service director, administrators, school nurses, primary care physicians, extracurricular advisors, bus/transportation personnel, and any staff that might be present where children can be exposed to allergens.

III. Plan to address Life Threatening Allergies

Individual Allergy Action Plan (IAAP) – Before a student enters school, the parent/guardian should meet with the school nurse to build/develop an IAAP.

The **principal**:

- May solicit all parents to assess accurate information about what allergies exist (see sample form attached).
- Of all of the allergies, be aware all students with Life Threatening Allergies (LTA) in his/her building.
- Principal or designee will use skyward to record LTA as it is the consistent source of information from year to year, school to school.

guidelines

OFFICE OF THE SUPERINTENDENT
MONROE COUNTY COMMUNITY SCHOOL CORPORATION

PROGRAM
2413-04/page 3 of 6

- Principal or designee and the school nurse will meet with the parents to develop the IAAP, develop a plan for the building that will be the least restrictive for the individual student. This may mean an “allergen safe” table and a discussion with the parents about strategies for the student to have classmates join him/her in the least restrictive and safest capacity.
- If an “allergen safe table” is a part of the plan, staff will monitor the table.

The **school nurse** will:

- Initiate an IAAP based on the information provided by the parent and the nurse’s assessment. The student’s name, specific offending allergen, warning signs of reaction and emergency treatment all shall be included. The IAAP should be signed by the parent, building principal, school nurse, and the student’s physician.
- Initiate an Individual Allergy Action Plan with the parent’s permission, and maintain copy in the health office. The IAAP should include the child’s name, offending allergen(s), warning signs of reactions and emergency management.
- Complete a medication care plan, which should include who is trained in administering the Epi-Pen, plans for field trips, where the Epi-Pens shall be stored and monitor for currency.
- Assess the student for his/her ability to self-administer epinephrine.
- Determine the appropriateness for the student to carry his/her epinephrine.
- Communicate in writing (see attached LTA Poster example) with building principal, secretaries, teachers and teacher aids information regarding the allergy, reactions and treatment.

The **teacher** will:

- Receive and review the IAAP in collaboration with the nurse and parent/guardian or any students in their classroom with LTA’s.
- Leave information in an organized, accessible format for substitute teacher.
- The teacher, in collaboration with the parent, and school nurse, if necessary, will include protocol in the IAAP regarding the management of food in the classroom.

The **parent/guardian** shall provide the following up to date information with the school:

- Documentation of allergy from physician.
- The specific type of allergy(ies) (food, medication, insect, etc.).
- If the allergy is a food allergy, provide the school with a list of foods and ingredients to be avoided, and provide a list of safe or acceptable foods that can be served to the student.
- Licensed provider order for Epi-Pen and order from physician to carry on their person if deemed appropriate by the physician.
- Parent/guardian’s signed consent to administer all medications.
- Parent/guardian’s consent to share information with other school staff.
- A minimum of two up-to-date Epi-Pens.
- Description of the student’s past allergic reactions, including triggers and warning signs.
- A description of the student’s emotional response to the condition and need for support.
- Name/telephone number of the student’s primary care provider and/or allergist.
- Method to reach parent or emergency contact should an emergency occur (cell phone, beeper).
- Reinforce no sharing of food with classmates with their child.
- Age-appropriate ways to include a student in planning for care and implementing the plan.
- Assessment for self-administration.

guidelines

OFFICE OF THE SUPERINTENDENT
MONROE COUNTY COMMUNITY SCHOOL CORPORATION

PROGRAM
2413-04/page 4 of 6

- Parent/guardian's interest in participating in the training/orientation in the student's classroom.
- A Medic Alert ID for your child.
- The Parent/guardian will notify the nurse of upcoming field trips as soon as possible and provide an Epi-Pen to be taken on field trips as stated in the field trip section of these guidelines.
- Encourage the student to wash their hands before and after handling food.
- Teach the child to:
 - a. Recognize the first symptoms of an allergic/anaphylactic reaction.
 - b. Know where the Epi-Pen is kept and who has access to it.
 - c. Communicate clearly as soon as he/she feels a reaction is starting.
 - d. Carry his/her own Epi-Pens when appropriate.
 - e. Not to share snacks, lunches or drinks.
 - f. Understand the importance of hand-washing before and after eating.
 - g. Report teasing, bullying and threats to adult authority.
 - h. Take as much responsibility as possible for his/her own safety.
 - i. As children get older, teach them to:
 1. Read labels.
 2. Administer own Epi-Pens and be able to train others in its use.
- Inform the school of any changes in the child's LTA status.
- Go on field trips and out of school activities with their child, whenever possible.
- Provide bag of snacks for the child's classroom along with safe foods for special occasions.
- If accommodations cannot be made in the cafeteria for the child's allergy, parents will provide appropriate lunches.

IV. Implementing the Plan

Prevention

Protecting a student from exposure is the most important way to prevent life-threatening anaphylaxis. In order to prevent a student from exposure to offending allergens:

- The school nurse will provide in-service training and education for staff regarding life-threatening allergies that exist in the building for each school year. This will include which students have LTA, symptoms, and ways to minimize risk and emergency procedures including a demonstration on how to use the Epi-Pen with return demonstration by staff.
- Teachers must be familiar with the IAAP of students in their classrooms and respond to emergencies as per the emergency protocol in the IAAP.
- In an event of an allergic reaction when there is no known allergic history, the school nurse should be called and **911** should be called immediately.
- Information should be kept about students' allergies in the classroom.
- All students and their parents, teachers, aides, and volunteers should be educated about the risk of food allergies.
- The IAAP should be kept in the sub folder.
- In the event of food allergies, tables should be washed with appropriate cleaning solution, **trading of foods will not be allowed**, and proper hand washing techniques should be taught before and after handling food.
- An "Allergen Safe" table should be established and maintained as an option for students with peanut allergies. These tables should be designated by a sign on the table
- A separate trash can will be in close proximity to "allergen safe" table.

guidelines

OFFICE OF THE SUPERINTENDENT
MONROE COUNTY COMMUNITY SCHOOL CORPORATION

PROGRAM
2413-04/page 5 of 6

- **SCHOOL FIELD TRIPS and OVERNIGHTS (Bradford Woods):** Out-of-school trips need to be examined for the risk for allergen exposure, and parents must evaluate potential risk when determining whether their child should participate. The student's medications and a copy of the student's AAP must accompany the student, communication devices should be available on the trip, parents should be invited to accompany their child on the trip and in the absence of a parent, a trained individual should accompany and watch the student; and hand wipes should be available.
- **SCHOOL BUS:** The school bus driver will be informed that he/she is transporting a student with a LTA. Eating food on the bus should be prohibited. School bus drivers shall be trained/educated in recognition of allergic reaction and implementation of bus emergency plan procedures; buses should have a communication device for emergency calls.
- **GYM AND RECESS:** During gym and recess, the school shall have the responsibility of having at least one adult supervising and an Epi-Pen available as specified in the child's IAAP.
- **FOOD SERVICES/CAFETERIA:** For students with severe food allergies make available an "allergen free" table for the student. Be sure table is adequately cleaned with appropriate solution before and after the student(s) eat at that table. Give adequate supervision as determined by IAAP to student with allergy and those sitting with him/her.
- **AFTER SCHOOL ACTIVITIES:** The IAAP should be made available to those who supervise after school activities. Examples of this might include: before and after school care, and coaches.

V. Emergency

In response to emergencies, personnel shall:

- Notify the school nurse
- Remain with student
- Assess the emergency
- Follow the student's Allergy Action Plan
- **Do not hesitate to administer Epi-Pen if called for in the students plan**
- **Call 911**
- Notify parent/guardians
- Notify school administration
- Meet emergency medical responders at school entrance
- Direct emergency responder to the student
- School personnel will accompany student to emergency care facility and stay with student until parent/guardian arrives
- Assist student's re-entry into school

In the event that a student has a moderate to severe reaction, the additional actions should be taken:

- Obtain as much accurate information about allergic reaction
- Identify those involved in medical intervention and those who witnessed the event
- Provide factual information
- Review knowledge about allergies
- Review what changes need to be made to prevent another reaction

guidelines

OFFICE OF THE SUPERINTENDENT
MONROE COUNTY COMMUNITY SCHOOL CORPORATION

PROGRAM
2413-04/page 6 of 6

VI. **Allergy Resources** – For more information please refer to the following sources:

Food Allergy and Anaphylaxis Network (FAAN)

10400 Eaton Place, Suite 107 – Fairfax, VA 22030-2208

Phone: (800) 929-4040 – Fax: (703) 691-2713

Web: <http://www.foodallergy.org>

American Academy of Allergy, Asthma, and Immunology (AAAAI)

611 Wells Street – Milwaukee, WI 53202

Phone: (414) 272-6071 or (800) 822-2762 – Fax: (414) 272-6070

Web: <http://www.aaaai.org>

Dey Laboratories-manufacturer of Epi-Pen auto-injectors

Phone: (800) 755-5560 – Fax: (847) 434-9005

Web: <http://www.aap.org>

MedicAlert

2323 Colorado Avenue – Turlock, CA 95382

Phone: (800) 432-5378

Web: <http://medicalert.org>

Bibliography

Protocol and Guidelines for Students with Life-Threatening Allergies in the Arlington Public Schools. Arlington Public Schools. 2004.

Managing Life Threatening Food Allergies in Schools. Massachusetts Department of Education. Available at <http://www.doe.mass.edu/cnp/news02/allergy.pdf>

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(Sample form for parent input on allergies for each school year.)

Parent, in an effort to stay on top of any health related concerns about allergies we are requesting the following information. If your son/daughter does not have any known allergies, there is no need to return this form.

Students Name: _____ Grade: _____ Teacher: _____

Known Allergies: (describe)

Reactions:

Appropriate response to above reactions:

Is your son/daughter under a doctor's care for allergies? _____ If so please provide Dr's name & #:

If the allergies are of a Life Threatening nature, please contact the school health office _____ to set up an Individualized Allergy Action Plan.

Return to: _____ By: (date) _____