

## ALLERGEN POLICY

### **Intent**

The School District of New Berlin (hereafter referred to as "District") is committed to the safety and health of all students and employees. In accordance with this and pursuant to applicable state and federal laws the District will:

- Provide a safe and healthy learning environment for students with allergies and other health-related sensitivities to food, chemicals, or other aspects within the environment that may affect student health.
- Reduce the likelihood of severe or potentially life-threatening allergic reactions;
- Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction; and
- Protect the rights of students with allergies to participate in school activities.

### **Health Care Plans**

In all schools, an Individual Health Care Plan (hereafter referred to as IHCP) shall be developed for each student identified with any allergy having adverse health consequences. The School Nurse will develop the IHCP and in collaboration with the student's health care provider, the parents/guardians of the student, the student's instructional team, Director of Nutrition Services (if applicable), and the student (if appropriate). These plans should include measures to help avoid accidental exposure to allergens.

### **School Protocol**

In all schools, the building principal, in coordination with the School Nurse, shall implement a protocol considering each student need and consistent with this policy, other related District policies, and IHCPs. This protocol is to be designed to provide students with allergies with protections while they are attending school or participating in school-sponsored activities. The protocols shall be reviewed and updated at least annually, as well as after any serious allergic reaction has occurred at school or at a school-sponsored activity.

### **Posting of Signs and Notices**

In all schools, signs shall be posted in a conspicuous place at every point of entry and at strategic points within the building (e.g., cafeteria, applicable classrooms) advising that there are or may be students (no individuals are to be personally identified) with allergies enrolled at that school. . Relevant information will be available on the District website.

### **Staff Training**

The principal shall identify school staff who may be involved in managing an allergen emergency in a school, including anaphylaxis. Training shall be provided for these personnel on the signs and symptoms of allergic reactions, proper epinephrine auto-injector administration, adverse reactions, accessing the "911" emergency medical system, and preparation for movement and transport of the student. At least one person other than the School Nurse must be trained and responsible in the administration of epinephrine auto-injector. These personnel shall review emergency protocols on an annual basis based on training provided by/through the School Nurse.

**Communication**

The principal shall ensure that all school employees and other adults – in a real or potential position for dealing with emergencies resulting from allergic reactions, shall be informed of the IHCP as appropriate. These individuals should understand and consistently follow plans and protocols, be able to recognize symptoms of an allergic reaction, know what to do in an emergency, and work with other school staff to address the presence of allergens, educational tools, arts and crafts projects, or incentives. In addition, the School Nurse will evaluate and provide training to school personnel, designated by the principal, based on the needs within the building.

The principal/school administrator shall work with the transportation administrator to ensure that school buses are equipped with required communication devices and that drivers are properly trained to recognize symptoms of allergic reactions and know what to do in case of an emergency. A no eating policy should be enforced, with appropriate exceptions made to accommodate diabetic students and others with special needs.

**Self-Management**

As determined appropriate by parents and the student's instructional team (based on such factors as age, maturity, physical limitations, etc.), students at risk for anaphylaxis or other severe allergic reactions shall be allowed to carry an epinephrine auto-injector or other medication on their person at all times. If not appropriate, the epinephrine auto-injector shall be kept in a conspicuous place in the classroom, cafeteria, physical education facility, health room, main office, and/or other areas where it is most likely to be used, with reasonable safeguards in place to ensure its safekeeping.

When deemed appropriate by a duly convened team, the student may be evaluated for eligibility under Section 504 of the Rehabilitation act of 1973 or the Individuals with Disabilities Education Improvement Act (2004).

**Emergency Protocols and Standing Orders**

The School Nurse shall prepare and update, as appropriate, but at least on an annual basis, written emergency protocols and standing orders in the event of injuries and acute illnesses, including anaphylaxis. The School Nurse shall also review at least annually the procedures for addressing incidents of anaphylaxis and the use of the epinephrine auto-injector. Such procedures must include accessing the community's emergency medical system (i.e. "911") and prompt transportation by a licensed ambulance/rescue service to an acute care hospital for medical evaluation and follow-up. Such procedures must also stipulate that the epinephrine auto-injector be used only upon the student for whom it was prescribed.

In the event of an episode of anaphylaxis, the principal/school administrator shall verbally notify the student's parents/guardians as soon as reasonable, but no more than one hour after the event, or delegate someone to notify them. Following the episode, the school nurse-teacher shall complete a written report and file it in the student health record within 24 hours of the event.

In the event a student experiences a serious or life-threatening allergen reaction, school staff at the scene are to contact emergency assistance by calling 911 and render first aid if properly trained and immediately are to:

1. Notify the building principal, School Nurse, and/or emergency response team members. Staff
2. Provide these contacts with the student's identity and medical nature of the emergency so a determination of any needed medication and/or equipment is necessary
3. The principal or designee are to contact the parent/guardian as quickly as possible and provide information of the incident and condition of the student

**Confidentiality**

Pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504), the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and other applicable statutes and regulations, the confidentiality of students with food allergies shall be maintained, to the extent appropriate and as requested by the student's parents/caregivers.

Adopted: 10/13/14