

## **BERNARDS TOWNSHIP SCHOOL DISTRICT**

### **FOOD ALLERGY GUIDELINES**

The Board of Education recognizes pupils may have allergies to certain foods and other substances and may be at risk for anaphylaxis. Anaphylaxis is a sudden, severe, serious, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Anaphylaxis is a serious allergic reaction that may be rapid in onset and may cause death.

- The single most effective way to prevent an allergic or anaphylactic reaction is to avoid the allergen.
- A collaborative partnership between school, families and medical personnel can provide a safe and healthy learning environment.
- In the event of an anaphylactic reaction, the availability of an Emergency Health Care Plan (EHCP) and Epinephrine auto-injectors are essential.
- PL 1997, C368 (N.J.S.A. 18 A 40-12.5 and 12.6) permits the delegation of another employee of the school district, *other than the school nurse*, to administer epinephrine via a pre-filled auto-injector to a pupil for anaphylaxis.
- Hand washing using soap & water before and after eating is encouraged. (*Purell* does NOT remove peanut protein).

#### **Forms:**

- At the beginning of each school year, parents are required to supply:
  - Doctor's medication orders, also known as the Emergency Health Care Plan (EHCP).
  - Epinephrine auto-injector.
- All forms can be found on the district website: (<http://www.bernardsboe.com/>)
  - EHCP form (Doctor's medication orders) are:
    - Required to be filled out by the child's MD
    - To be an acceptable order, the following must be complete to include:
      - Doctors signature and stamp
      - Parent signature and contact information
      - Delegate permission, yes/no
  - Allergy Questionnaire (Appendix A):
    - Only needs to be completed once, upon entry into district.

#### **Snacks and Celebrations in the Schools:**

##### **Elementary**

- At the start of the year, the administrator will send a letter to all parents notifying them of our safe food practices. This will include:
  - Birthday parties will be FOOD FREE.
  - Limited celebrations per year (i.e. Halloween, Valentine's Day, and End of Year party) may occur and in these instances each child brings their own snack.
  - Unscheduled celebrations and events which include food will not be permitted.
  - Any food that is served as part of a classroom event or celebration must be consumed in the classroom.
  - No food should leave the school to be consumed in unsupervised situations.
  - All students will receive information on the necessity of proper hand washing.
  - Teachers and other school staff will not give food as a reward for good behavior and/or good work – with the exception of CBAP programs.

- Sharing of food is discouraged in all schools. This is the case in all classes—not just classes with food allergic children.
- **Middle and High Schools:** Due to the nature of multiple class changes over the course of the year all classrooms are NOT food allergy safe.
  - Parents to be notified by the teacher of any class event involving food (i.e., Science and/or Food Lab, Language Class).

#### Lunch Rooms:

- At the **Elementary Schools** an **allergy aware table** will be designated in the cafeteria for students with allergies.
  - Parent may decide whether they want their child to eat at the table or not and submit their wishes in writing (appendix B).
  - Once the parent requests for the allergy aware table, it will stay in place for each school year, unless the parents submit in writing, that they want them to join their class lunch table.
  - Lunch aides will assure that the child is not sitting alone. If that occurs, they will have them invite a friend and inspect their lunch for any allergens.
  - The table will be washed before and after lunch with a separate disposable cloth and cleaner.
- Grades 6-12: Students will self-determine where he/she will sit.
- Allergy information will appear in the child's cafeteria account.
- The parent will review the cafeteria menu and refer all ingredient related questions to ARAMARK Food Services for clarification.

**Alert Poster:** to be posted outside appropriate classrooms **(Elementary Schools)**. (Appendix C)

#### Epinephrine auto-injectors:

- Epinephrine auto-injectors are located throughout each building in secure unlocked locations.
- Parents will provide properly labeled medication at the beginning of each school year, after use and upon expiration.
- All medications **MUST** be picked up at the end of the year or it will be discarded (as per state regulation).

#### Implementation and Communication:

- Prior to the start of the school year, the parent/guardian will:
  - Submit a completed EHCP/MD order.
  - Provide child's medications.
- At the beginning of the school year, the school nurse will:
  - Provide the classroom teachers with the 2 EHCPs, the second one shall be placed in their subfolder.
  - Will assure appropriate signage is provided in the building.
  - Will maintain a list of all students with food allergies throughout the year.
- All staff will be provided with a yearly in-service on the importance of allergy awareness.
- **The nurse will note the presence of all allergic students (working off of her class lists) and provide this information to the building administration, substitute teachers, lunch aides, staff of extracurricular activities before and after school at the beginning of each school year in addition to whenever necessary.**
- The nurse will communicate the presence of an allergic child, to all staff as needed.
- Teachers will maintain a clean environment in their classroom by wiping down tables/desks as needed.

**Delegates:**

- A delegate is an employee of the school district, who has volunteered and trained by the school nurse to administer an epinephrine via a pre-filled auto injector to a pupil for anaphylaxis when a nurse is not physically present at the scene. (Section 2 of P.L 1997, c.368).
- A completed EHCP, is needed to delegate.
- Delegates **are not** allowed to administer any other type of medication (i.e. Benadryl or inhalers).
- Delegates will be trained at the start of the school year and throughout and as needed.

**Field Trips:**

- School will attempt to secure substitute nurse, for trips when food will be eaten.
- If nurse is unavailable, the parent will be invited to attend.
- If parent cannot attend, a delegate to administer the Epi-pen will be present.
- A nurse or delegate will accompany your child on any field trips or school-sponsored activity.

**Aftercare/Before care School sponsored extracurricular activities:**

- Food & snacks will be served from a safe snack menu/list (i.e. [www.snacksafely.com](http://www.snacksafely.com) – please note that these lists are updated on a monthly basis).
- A delegate, (trained school employee, other than nurse) will be present to administer Epinephrine via a pre-filled, auto-injector, in the event of anaphylaxis.
- Epinephrine auto-injectors will be available in unlocked secure location or supplied by parents.

**School sponsored extracurricular activities:**

- Food & snacks will be served from a safe snack menu/list: i.e. <http://www.snacksafely.com>
- Please note that these lists are updated on a monthly basis).
- A delegate (trained school employee, other than nurse) will be present to administer Epinephrine via a pre-filled, auto-injector, in the event of anaphylaxis.
- Epinephrine auto-injectors will be available in unlocked secure locations throughout the school and/ or supplied by parents.
- **High School students** are expected to have their Epinephrine auto-injectors in their possession for any extra-curricular activity.