

St. Paul Catholic School Food Allergy Management Policy

Guidelines for Teachers, Staff, and Parents

St. Paul Catholic School recognizes that school attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. While it is not possible for a school to completely eliminate the risks of exposure to allergens, a Food Allergy Management Policy using a cooperative effort among students' families, staff members, and students helps the school reduce these risks and provide accommodations and proper treatment for allergic reactions.

The following guidelines aim to minimize the risk of exposure to food allergens at school. The Illinois State Board of Education and Illinois Department of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Illinois Schools* is available https://www.isbe.net/Documents/food_allergy_guidelines.pdf. A hard copy is also available in the school office.

Communication Expectations

Communication of information between the parents, student, teachers, and school staff is essential.

- Parents of children with food allergies will submit a Food Allergy and Anaphylaxis Emergency Care Plan (also known as Food Allergy Action Plan) at the beginning of the school year, or as needed when an allergy is identified.
- The parents will review the plan with the child's homeroom and classroom teachers. Instructors of other classes, cafeteria servers, administration, and office staff will also be informed of the student's allergies. Administration and classroom teachers will provide a mechanism to inform substitutes about student allergies.
- The parents will review with the teacher how to administer the student's emergency medication.
- The teacher and parents of the allergic child should discuss how food is managed in the classroom.
- The teacher will notify all parents of the class that there are food allergies in the class, distribute a suggested safe snack list, and send a reminder prior to classroom celebrations.
- For special events, such as Grandparents' Day, where food will be served throughout the school, administration will notify parents of students with food allergies in advance so that safe options can be discussed.
- If a student with food allergies rides the school bus, the parents and student are responsible for coordinating with the bus company and driver for appropriate management on the bus.
- Education and training of all school staff about food allergies will be done annually at the start of the school year.

Management Policy

Prior to serving food to a student with food allergies, teachers will read food labels to verify it does not contain the ingredient to which the student is allergic and check for advisory warnings. When developmentally appropriate, the student may verify food labels also.

Unlabeled or unpackaged foods should never be given to a student with an identified food allergy.

The classroom(s), and common areas such as art room, music room, etc., where the students are educated will be safe for the students with food allergies. All food served in the student's classroom(s) will be free of the student's allergen. For example, if a student is allergic to peanuts, their classroom will be a peanut-free room.

For a classroom to be free of the student's allergen, it means that:

- Home-baked food will no longer be served or consumed in that classroom.
- Please note that if home-baked food is sent to school for that classroom, it will not be distributed or consumed during the school day. If it is individually packaged, it will be held in the office and sent home with students that do not have food allergies at the end of the day.
- Commercially prepared food items brought in for classroom parties, birthday treats, class snack time, etc. must be individually pre-packaged, *an ingredient list must be provided along with each food item.*
- Commercially prepared foods containing the student's allergens will not be served or consumed in that classroom.
- Commercially prepared foods with advisory warnings about the student's allergens (such as may contain, manufactured on shared equipment, etc.) will not be served or consumed in the classroom.
- Teacher lead instructional programs must be developed with sensitivity to specific classroom allergies.
- Food containers that originally contained the student's allergens (or had advisory warnings) will not be reused for projects.
- PSR classes (or other after school activities) that utilize the St Paul classrooms will abide by this policy also.

With this food allergy policy, St. Paul Catholic School is placing restrictions on food consumed in the classroom(s) of students with food allergies and common areas, but the cafeteria is not restricted. We will continue to allow consumption of any and all foods at lunchtime in the cafeteria. Children are not permitted to trade or exchange food items.

Bake sales are permitted and will remain unrestricted. To maintain the safety of our classrooms, bake sales will be held at the end of the school day (instead of the start of the day) so that home-baked food is not consumed in the classrooms.

Preparation and Response to Allergic Reactions

The student's emergency medication, epinephrine auto-injector (Epi-Pen), antihistamine, asthma inhaler, etc. and a copy of the Food Allergy & Anaphylaxis Emergency Care Plan will be kept in the student's classroom when the student is in the classroom, in a secure but unlocked location.

The medication and plan will travel with the student on campus, in the possession of the supervising teacher on duty.

When developmentally appropriate, and approved by the parent, the student may self-carry their own medications and plan.

For off-campus activities, such as field trips, it is recommended that a parent of the allergic student (or their designee) attend as a chaperone and carry the student's emergency medication and plan. If this is not possible, the student's teacher will carry the medication and plan.

When allergic symptoms are suspected in a student, the teacher or staff member supervising the student shall promptly activate the Food Allergy & Anaphylaxis Emergency Care Plan with the appropriate medical emergency response. School administration and parents will be contacted as soon as possible after the use of emergency medication.

St. Paul Catholic School

Allergy History Form

Dear Parent/Guardian of:

Date:

According to your child's health records, he/she has an allergy to:

Please provide us with more information about your child's health needs by responding to the following questions and returning this form to the school office.

- 1) When and how did you first become aware of the allergy?

- 2) When was the last time your child had a reaction?

- 3) Please describe the signs and symptoms of the reaction.

- 4) What medical treatment was provided and by whom?

- 5) If medication is required while your child is at school, the attached Emergency Care Plan form must be completed by a licensed medical provider and parent/guardian.

- 6) Please describe the steps you would like us to take if your child is exposed to this allergen while at school.

Parent or Guardian: _____

Date: _____

Print Name: _____