

# ASHLAND SCHOOL COMMITTEE

# POLICY MANUAL

---

**POLICY NUMBER: 75**

**SUBJECT: MANAGEMENT OF LIFE-THREATENING ALLERGIES**

Ashland Public Schools (APS) recognizes that students with life-threatening allergies (LTA) require reasonable accommodations necessary to ensure access to available education and education-related benefits. It is the policy of APS that the management of LTA be accomplished in compliance with applicable state and federal guidelines established by the Massachusetts Department of Elementary and Secondary Education, in a document entitled, "Managing Life-Threatening Food Allergies in Schools" and other reliable resources relating to all LTA.

APS cannot guarantee to provide an allergen-free environment for all students with LTA. The goal is to minimize the risk to students with LTA. The guidelines established include building-based plans, the implementation of Individual Care Plans (ICP), and training programs for personnel.

Specific building-based guidelines will be established to ensure that the health needs of all students will be met in the least restrictive environment. In order to assist students with developing the skills necessary to participate in all educational programs, building-based teams will communicate with parents and students to allow the student to gradually assume more responsibility for maintaining their safety as they advance from elementary to secondary school.

A Life Threatening Allergies (LTA) Committee will be established to review the implementation of this policy. It will meet at least three times per year and report to the School Committee once per year.

## **Responsibilities of the Student**

- Learn to avoid allergens in food and materials.
- Self administer life saving medications, if physically able and developmentally ready.
- Do not trade or share foods.
- Wash hands before and after eating.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear, if physically able.
- Maintain a relationship with the school nurse to assist in identifying issues related to the management of the life-threatening allergy in school.
- Parent, Doctor and School Nurse must all agree when the student is developmentally ready to carry all life-saving medications.
- Consider wearing medic-alert identification.
- Report bullying, teasing and threats to an adult authority.

## **Responsibilities of the Parents/Guardians**

- Notify the school of your child's allergy immediately after diagnosis and prior to the start of each school year.

- Participate in developing an Individual Care Plan (ICP).
- Consider providing photos of your child to all teachers, nurse, food service personnel and any others who may come into contact with your child.
- Ensure your child's knowledge in the self-management of his or her allergy as developmentally appropriate.
- Consider providing medical alert identification for your child.
- Provide the school nurse with all up-to-date life saving medications and medication orders from the licensed provider within the first week of school.
- When possible, make arrangements to be on field trips.
- Provide the school nurse with the licensed provider's statement if student no longer has allergies.
- Contact the Director of Food and Nutrition Services with regard to menu choices.
- Request student information and photo be posted with Food Service workers if desired.
- Notify the school and the bus company if your child will be carrying an epinephrine auto-injector on the bus.

### **Responsibilities of the School Administration**

- Include in the school's emergency response plan a written plan outlining emergency procedures for managing life-threatening allergic reactions.
- Provide yearly training and education for all faculty and staff regarding:
  - Food, insect stings, medications, latex.
  - Risk reduction procedures.
  - Emergency procedures.
  - How to administer an epinephrine auto-injector in an emergency.
- As soon as class list is determined prior to beginning of school year:
  - Notify corresponding teachers that their classroom will have a student with an LTA.
  - If ICP indicates that the classroom needs special cleaning, ensure that it is completed prior to the start of the school year.
- Ensure that special training for food service personnel occurs.
- Provide emergency communication devices (two-way radio, intercom, walkie-talkie, cell phone) for all school activities, including transportation, that involve a student with life-threatening allergies.
- Ensure that a full-time nurse is available in every school with students with life-threatening allergies.
- Inform parents/guardians if a student experiences an allergic reaction for the first time at school.
- Ensure that a contingency plan is in place if there is a substitute teacher, nurse or food service personnel.
- Ensure that all students with LTAs are placed in a classroom where the teacher is trained to administer an epinephrine auto-injector.

---

ASHLAND HIGH SCHOOL

"One of 96 top American high schools" – *U.S. News and World Report 1999*

ASHLAND SCHOOL COMMITTEE

# **POLICY MANUAL**

---

- To help promote understanding and cooperation from parents/guardians and students without LTA, use large assemblies such as orientation and open house to discuss the existence of students with LTA and the policy that is in place to handle this.
- Ensure awareness of students with LTAs in planning for all school-wide events.

- Ensure that non-latex products are provided in a classroom where a student with a latex allergy has been assigned.
- Elementary Principals; identify to the Buildings and Grounds Supervisor all classrooms with students with LTAs.
- Ensure that federal and state regulations (such as HIPA) are being followed.

### **Responsibilities of the School Nurse**

- Immediately after the diagnosis of a life-threatening allergic condition, communicate or meet with the student’s parents to develop an Individual Care Plan (ICP) for the student.
- Assure that the Allergy Action Plan (AAP) includes the student’s name, photo (if permitted), allergens, symptoms of allergic reactions, risk reduction procedures, emergency procedures, and required signatures.
- Familiarize teachers with the Individual Care Plans and AAPs of their students by the opening of school, or as soon as the plans are written. All other staff members who have contact with students with LTAs should be familiar with their ICPs and Allergy Action Plans.
- Conduct annual training and education for all staff regarding LTA, symptoms, risk reduction procedures, emergency procedures, and how to administer an epinephrine auto-injector.
- During annual training and education, provide a copy of the Life Threatening Allergy Policy.
- Ensure that all staff is aware of location of the binder that contains:
  - Individual Care Plans
  - Allergy Action Plans
  - life-saving medications
- When medications are provided at the beginning of school year, ensure that they will not expire during the year. If they will expire during the school year, ask the parents to make arrangements for them to be current.
- Ensure there is a contingency plan in place in the case of a substitute nurse.
- After an anaphylactic reaction occurs, plan for the student’s re-entry into school. Coordinate with teachers, parents and any other necessary school staff.

### **Responsibilities of the Teacher/Specialist**

- Obtain and review with the school nurse, all AAPs and ICPs pertaining to students in your classroom with LTAs.
- Ensure that the classroom has a functioning communication device for direct contact with the school nurse.
- Communicate with all parents with regard to the existence of LTA within the classroom.
- Participate in education and training regarding LTAs.

---

ASHLAND HIGH SCHOOL

“One of 96 top American high schools” – *U.S. News and World Report 1999*

ASHLAND SCHOOL COMMITTEE

# POLICY MANUAL

---

- Keep all necessary documents regarding LTAs accessible.
- Ensure that all student teachers, aides, specialists and substitute teachers are informed of the student’s with LTA and necessary safeguards.
- For substitute teachers, provide a cover letter listing all students with LTAs along with their AAPs.
- Educate classmates to avoid endangering, isolating, stigmatizing or harassing students with LTA. Be aware of how the student with LTAs is being treated; enforce school rules about bullying and threats.
- Respond immediately to every symptom or sign as a possible allergic reaction.

- When a reaction occurs, student should be accompanied by an adult to the school nurse.
- Participate with the planning for student's re-entry to school after an anaphylactic reaction.
- When a student with a latex allergy has been assigned to the classroom, notify all other students to bring in only non-latex school supplies.
- Whenever possible, unscreened windows and doors will remain closed, especially during the seasons when insects are prevalent.
- If a bee/wasp gets in the classroom, immediately remove the student with this allergy from the room.
- Snacks:
  - Communicate with parents of students with LTAs to determine snack protocol.
  - When a solution is reached, educate all other parents about the presence and needs of the students with LTAs.
- Classroom Activities:
  - Do not use food for rewards or any classroom activities or celebrations, unless permission is granted by parents/guardians of the students with LTA.
  - In advance, advise the parents of students with LTAs of all special classroom events and activities to be sure there are no allergens in the materials used.
- Field Trips:
  - Ensure that all life-saving medications and instructions are taken on field trips.
  - Students with LTAs should be assigned to those who are trained in recognizing symptoms of life-threatening reactions, how to use an epinephrine auto-injector and emergency procedures.
  - Ensure that a functioning communication device is taken on field trips.
  - Review plans for field trips; avoid high risk places. Consider eating situations and bee/wasp season. Plan for prevention of exposure to the student's LTA.
  - Know where the closest medical facilities are located and if 911 is available in that area.
  - Invite parents/guardians of students with LTAs to accompany their child on school trips, in addition to the chaperone. However, the student's safety or attendance must not be conditioned on the parent's presence.

### **Responsibilities of the Director of Food and Nutrition Services**

- If requested by parents, attend the team meeting to discuss accommodations for the student with LTA.

---

ASHLAND HIGH SCHOOL

*"One of 96 top American high schools" – U.S. News and World Report 1999*

ASHLAND SCHOOL COMMITTEE

# POLICY MANUAL

---

- Post the student's allergy information at request of the parents.
- Read all food labels and recheck routinely for potential food allergens so accurate ingredient information can be communicated with parents.
- Train all food service staff and their substitutes to read product food labels and recognize food allergens.
- Review and follow sound food handling practices and cleaning and sanitation protocol to avoid cross-contamination.
- Food service staff will use only non-latex gloves.
- Provide advance copies of the menu and any subsequent changes to the principal for distribution to parents/guardians.

### **Responsibilities of the School Bus Company**

- Provide a functioning communication device.
- Enforce policy of no food eating allowed on school buses – for drivers and students.

### **Responsibilities of Athletics Director**

- Ensure that all coaching staff receives education and training regarding LTAs.
- With parent's consent, coaches will keep a copy of the AAP for all students with LTAs.
- Ensure that a functioning communication device is present at all athletic events where students with LTAs are present.

### **Responsibilities of Buildings and Grounds Supervisor**

- Ensure that all custodial staff will clean all surfaces where food has been present with appropriate cleaning methods and materials.
- Have access to all soap and cleaning solution ingredients.
- Custodial staff will use only non-latex gloves and products.
- Whenever possible, unscreened windows and doors will remain closed, especially during the seasons when insects are prevalent.
- Routinely check for presence of bees and wasps, especially nesting areas, and arrange for their removal.
- Inform custodial staff if a classroom with students with LTA has been rented so that proper cleaning can take place following rental.

The LTA committee shall be responsible for the routine review of this policy.

**ADOPTED: 11 June 2008**

---

**ASHLAND HIGH SCHOOL**

*"One of 96 top American high schools" – U.S. News and World Report 1999*