

Clarendon CISD

Food Allergy Management Plan

DEFINITIONS	In accordance with state guidelines, and for the purposes of these procedures, the following definitions will apply:
FOOD INTOLERANCE	An unpleasant reaction to a food that, unlike a food allergy, does not involve an immune system response or the release of histamine. Food intolerance is not life-threatening.
ALLERGIC REACTION	An immune-mediated reaction to a protein. Allergic reactions are not normally harmful.
SEVERE FOOD ALLERGY	An allergy that might cause an anaphylactic reaction.
ANAPHYLACTIC REACTION	A serious allergic reaction that is rapid in onset and may cause death.
FOOD ALLERGY MANAGEMENT PLAN (FAMP)	A plan developed and implemented by the District that includes general procedures to limit the risk posed to students with food allergies and specific procedures to address the care of students with a diagnosed food allergy who are at risk for anaphylaxis.
FOOD ALLERGY ACTION PLAN (FAAP)	A personalized plan written by a health-care provider that specifies the delivery of accommodations and services needed by a student with a food allergy and actions to be taken in the event of an allergic reaction.
EMERGENCY ACTION PLAN (EAP) OR EMERGENCY CARE PLAN (ECP)	A personalized emergency plan written by a health-care provider that specifies the delivery of accommodations and services needed by a student in the event of a food allergy reaction.
INDIVIDUALIZED HEALTH-CARE PLAN (IHP)	A plan written by a school nurse based on orders written by a health-care provider that details accommodations or nursing services to be provided to a student because of the student's medical condition.

DISTRICT FOOD ALLERGY COORDINATOR

The Superintendent has designated the following staff person as the District food allergy coordinator for students:

Name: Linde Shadle

Position: Special Programs Assistant

Address: Clarendon CISD P.O. Box 610 Clarendon, TX 79226

Telephone: (806) 874-3241

RESPONSIBILITIES

The District food allergy coordinator will:

1. Coordinate the development and ensure implementation of the District's Food Allergy Management Plan (FAMP).
2. Be responsible for disseminating applicable District policies, procedures, and the FAMP.
3. Develop, or assist in the development of food allergy request, notice, and incident report forms, as well as District-approved forms for FAAPs, ECPs, and IHPs. [See FD, FFAC, and FFAF(EXHIBIT)]
4. Coordinate the composition, responsibilities, and procedures of campus food allergy management teams (FAMT), if applicable.
5. Coordinate with the District's record management officer to develop and implement procedures for record retention. [See FD and FL]
6. Collect and maintain incident reports after a student's anaphylactic reaction at school or at a school-related activity.
7. Review individual student plans and procedures periodically and after an anaphylactic reaction by a student at school or at a school-related activity.
8. Review the FAMP and related District policies and procedures annually, including any recommendations from campus FAMTs or school health advisory councils (SHAC).
9. Develop procedures for response to fatal reactions.

CAMPUS FOOD
ALLERGY
MANAGEMENT TEAMS
(FAMT)

A campus food allergy management team will be created at each campus.

COMPOSITION

Members of the campus FAMT will include:

1. *The Campus Administrator*
2. *CCISD School Nurse, Debbie Thompson*
3. *Special Programs Assistant, Linde Shadle*
4. *CCISD Food Services Manager, Pat Ritchie*
5. Additional staff may be included when a student requires an individual care plan.

RESPONSIBILITIES

The campus FAMT will:

1. Assist in the development, implementation, and monitoring of the District's FAMP.
2. Be responsible for disseminating applicable District policies, procedures, and the FAMP.
3. Ensure that specific food allergy information is requested from parents and students of the campus. [See FD and the student handbook]
4. Pursue ongoing, specialized training in the management of food allergies in the school setting.
5. Ensure specialized training is received by any other employees responsible for development, implementation, and monitoring of the District's FAMP.
6. Provide general food allergy awareness training to employees. See TRAINING, below.
7. Implement general strategies for reducing exposure to common food allergens at campus facilities and activities. See ENVIRONMENTAL CONTROLS, below.
8. Implement the FAAP, ECP, IHP, and/or Section 504 plans, as applicable, for a student with a diagnosed severe food allergy.
9. Develop and implement specific strategies to reduce the risk of exposure to a diagnosed allergen for a student with a severe food allergy.
10. Ensure that employees and other individuals supervising a student with a diagnosed severe food allergy receive training, as necessary, regarding implementation of the student's FAAP, ECP, IHP, and/or Section 504 plan, as applicable, and on specific strategies to reduce the risk of the student's exposure to the diagnosed allergen.
11. Develop and implement procedures related to a student's self-administration of allergy medicine, including epinephrine auto-injectors prescribed to the student. [See FFAC]
12. Implement procedures for record retention developed by the District Food Allergy Coordinator and record management officer. [See FD and FL]
13. Create and submit incident reports to the District Food Allergy Coordinator after a student's anaphylactic reaction at school or at a school-related activity.

14. Review individual care plans and procedures periodically and after an anaphylactic reaction by a student at school or at a school-related activity.
15. Review the FAMP and related District policies and procedures annually and provide input to the District Food Allergy Coordinator.
16. Implement, if necessary, procedures for response to fatal reactions.

FOOD ALLERGY
MANAGEMENT PLAN

GENERAL
PROCEDURES

TRAINING

The District will provide specialized training to employees who are responsible for the development, implementation, and monitoring of the FAMP.

In addition, the District will provide general food allergy awareness training addressing:

1. The FAMP and applicable District policies and procedures;
2. General strategies to reduce the risk of exposure to common food allergens;
3. Signs and symptoms of food allergies;
4. Emergency response in the event of an anaphylactic reaction at school or at a school-related activity; and
5. Bullying awareness and response. [See FFI]

ENVIRONMENTAL
CONTROLS

The District's general procedures to reduce the risk of exposure to common food allergens will include:

1. Limiting, reducing, and/or eliminating food from classroom(s) and other learning environments used by students diagnosed with food allergies who are at risk for anaphylaxis.
2. Implementing appropriate cleaning protocols in the school, with special attention to identified high-risk areas.
3. Posting visual reminders promoting food allergy awareness.
4. Educating students about not trading or sharing food, snacks, drinks, or utensils.

5. Implementing hand washing protocols that emphasize the use of soap and water before and after meals.
6. Assigning staff members who are trained in the administration of epinephrine auto-injectors as monitors in the food service area, as appropriate.
7. Implementing appropriate risk reduction strategies for high-risk areas in the school, including, but not limited to, the cafeteria, classroom(s), and common areas; the school bus; extracurricular activities; field trips; school-sponsored activities; and before- and after-school activities.
8. Distribution of FAAP, ECP, IHP, and 504 Service Plans as appropriate to the student's teachers, cafeteria supervisor, bus driver, coaches, activity sponsors, and supervisors.

INFORMATION
REQUEST

The District will use the following methods for requesting specific allergy information from the parent of a student with a diagnosed food allergy [see FD]:

1. Request for Food Allergy Information form will be completed upon registration (Form A)

REVIEW

The FAMP and related District policies will be reviewed at least annually.

STUDENTS AT RISK
FOR ANAPHYLAXIS
IDENTIFICATION

When a student is identified as having a severe food allergy, the District nurse will request that the parent provide the following documents completed by a physician or other licensed health-care provider:

1. The Food Allergy Action Plan/Emergency Action Plan (Form C).
2. If the parent is requesting meal substitutions or modifications, the Statement Regarding Meal Substitutions or Modifications. (Form B)
3. The Medical Authorization form, if applicable. [See FFAC(EXHIBIT)]
4. Additional information regarding the signs and symptoms of an anaphylactic reaction that the student might experience.

The District nurse will use documents completed by the physician or other licensed health-care provider to develop an IHP for the student, if necessary.

ELIGIBILITY FOR
ACCOMMODATIONS
UNDER FEDERAL LAW

Upon receipt of the identification information above, a student with a disability who is thought to be in need of special education and

related services will be referred for formal evaluation in accordance with law. [See EHBAA(LEGAL)]

A Section 504 committee will convene to determine if accommodations, including substitutions and other school support services, are necessary for the student to receive a free appropriate public education (FAPE) under Section 504 of the Rehabilitation Act. If the committee determines that the student needs these accommodations to participate successfully and safely in the learning environment, the committee will develop a Section 504 plan. [Also see FB]

To the extent the use of epinephrine for a food allergy is not a required service or support addressed in a student's Section 504 plan or individualized education program (IEP), a FAAP, ECP, or IHP does not constitute a service or accommodation under Section 504 or the Individuals with Disabilities Education Act (IDEA).

POST-IDENTIFICATION

The campus Food Allergy Management Team will meet with the student and parent to review the documentation and to develop:

1. Specific strategies to reduce the student's risk of exposure to the diagnosed allergen;
2. Procedures related to the student's self-administration of his or her prescribed epinephrine auto-injector, if applicable; [See FFAC]
3. Procedures for when the student is not able to self-administer anaphylaxis medication; and
4. Emergency procedures that will be implemented in the event of an anaphylactic reaction at school or at a school-related activity.

NOTIFICATION AND TRAINING

As necessary and in compliance with the Family Educational Rights and Privacy Act (FERPA) and District policy [see FL], notification will be provided to staff, classmates, parents, volunteers, and substitutes of a student with a diagnosed severe food allergy, and the Food Allergy Management Team will provide training addressing:

1. General and specific strategies to reduce the student's risk of exposure to the diagnosed allergen;
2. Signs and symptoms of the food allergy; and
3. Emergency response in the event of the student's anaphylactic reaction at school or at a school-related activity.

REVIEW	Individual care plans and procedures will be reviewed periodically by the FAMT and after a student's anaphylactic reaction at school or at a school-related activity.
AFTER AN ANAPHYLACTIC REACTION REPORTS	<p>After a student's anaphylactic reaction at school or at a school-related activity, the school nurse should submit an incident report to the Food Allergy Coordinator identifying:</p> <ol style="list-style-type: none"> 1. If known, the source of allergen exposure; 2. Emergency action taken, including whether an epinephrine auto-injector was used and whether the student or a staff member administered the epinephrine; and 3. Any recommended changes to procedures.
RESPONSE	<p>After a student's anaphylactic reaction, the Food Allergy Management Team will:</p> <ol style="list-style-type: none"> 1. Meet with school staff to dispel any rumors and review administrative procedures. 2. Provide to parents of other classroom students factual information that complies with FERPA and District policy and does not identify the individual student. 3. If the allergic reaction is thought to be from food provided by the school food service, work with the school food service department to ascertain what potential food item was served/consumed and how to reduce risk in the cafeteria by reviewing food labels, minimizing cross-contamination, and other strategies. 4. Review the FAAP, ECP, and IHP as applicable, and any other elements of the care plan to address any changes needed or made by the student's health-care provider. 5. If an epinephrine auto-injector was used during the reaction, ensure that the parent/guardian replaces it with a new one. <p>If applicable, the Section 504 committee will convene to review the student's Section 504 plan.</p>
STUDENT HEALTH PLANS FOR OTHER MEDICAL CONDITIONS	<p>If required for the student to remain in the school setting, an IHP will be implemented.</p> <p>If applicable, a student's IHP must be coordinated with his or her Section 504 plan.</p>