

## **I. Family, Student, and School Roles and Responsibilities**

In promoting a safe school environment for children with food allergies at-risk for anaphylaxis, students, parents, and school personnel should work as a team in identifying students at-risk for anaphylaxis, reducing the risk of exposure to food allergens and to react quickly should an exposure or allergic reaction occur.

The following roles and responsibilities are based on a document developed by the following organizations and reflect Texas law and Ad Hoc Committee input:

American Food Service Association  
National Association of Elementary School Principals (NESP)  
National Association of School Nurses (NASN)  
National School Boards Association (NSBA); and  
The Food Allergy & Anaphylaxis Network

### **Family's Responsibility**

- Notify the school of the child's allergies in accordance with TEC, Section 25.0022.
- Work with the campus Food Allergy Management Team, to review the FAAP/ECP (provided by the physician or healthcare provider) and discuss accommodations the child will need throughout the school day, including the classroom, the cafeteria, in after-school programs sponsored by the school, during school-sponsored activities, and on the school bus.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the FAAP/ECP as a guide. Include a photo of the child on the written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
  - Safe and unsafe food
  - Strategies for avoiding exposure to unsafe food
  - Symptoms of allergic reactions
  - How and when to tell an adult they may be having an allergy-related problem
  - How to read food labels (age appropriate)
  - If age appropriate, the importance of carrying and administering their personal asthma and anaphylaxis medications as prescribed
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information and update when needed.

### **Student's Responsibility**

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain a food to which they are allergic.

## **Responsibilities of School Administration/ District Food Allergy Coordinator**

- Be knowledgeable about and follow applicable federal laws including: ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.
- Identify a Food Allergy Management Team consisting of, but not limited to, school nurse, principal, school food service and nutrition manager/director, to work with parents and the student (age appropriate) to establish a risk reduction plan.
- Assure that all staff who interact with the student on a regular basis understands food allergy; can recognize symptoms of an allergic reaction; knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects or as incentives.
- Facilitate the development, implementation, and monitoring of comprehensive and coordinated administrative procedures by convening a multi-disciplinary team to develop the district food allergy management plan.
- Include in the school's emergency response plan a written plan outlining emergency procedures for managing life-threatening allergic reactions.
- Support faculty, staff and parents in implementing the food allergy management plan.
- Coordinate the training and education for faculty and staff regarding:
  - o Food allergies and anaphylaxis
  - o Risk reduction procedures
  - o Emergency procedures
  - o How to administer epinephrine auto-injector in the event of an emergency
- Coordinate training for food service personnel with child nutrition program.
- Work with the district transportation administrator to assure that the school bus driver training includes symptom awareness and what to do in an emergency should a food allergy reaction occur.
- Educate new personnel and substitute personnel as necessary.
- Track in-service attendance of all involved parties to assure they have been trained.
- Ensure availability of emergency communication devices (two-way radio, intercom, walkie-talkie, cell phone) for all school activities including transportation that involve children with life-threatening conditions.
- Inform parent/guardian if student experiences an allergic reaction at school.
- Make sure a contingency plan is in place in case of a substitute teacher, transportation staff member, nurse, or food service personnel.
- Have a plan in place when there is not a school nurse available.
- Ensure that a student is placed in a class where the teacher is trained to administer epinephrine auto-injector, if needed.
- Have a plan in place if a child with a food allergy has an anaphylactic reaction and does not have epinephrine at school.
- Review policies/administrative procedures with the Food Allergy Management Team, parents/guardians, student (age appropriate), and the student's physician after a reaction has occurred.
- Take threats or harassment against any child, including those with food allergy, seriously.

## **Responsibilities of the School Nurse**

- Review the notification and health records submitted by parents and the physician.
- Prior to entry into school (or for a student who is already in school, immediately after the diagnosis of a life-threatening allergic condition), meet with the student's parents/guardian and develop an IHP.
- Serve as the point of contact for parents, healthcare providers, campus food allergy management team, and other school staff.
- Assure that the FAAP/ECP includes the student's name, photo, allergens, and symptoms of an allergic reaction, risk reduction procedures, emergency procedures and required signatures.
- Arrange and convene a campus food allergy management team meeting (preferably before the opening of school) to develop the plan to be distributed to all staff who come in contact with the student with food allergies, including, but not limited to: the principal, teachers, food service personnel, paraprofessionals, and bus driver.
- After the campus food allergy management team meeting, remind parents to review the FAAP/ECP, symptoms and emergency procedures with their child.
- Conduct training and education to appropriate staff regarding a student's life threatening allergens, symptoms, risk reduction procedures, emergency procedures, and how to administer the epinephrine auto-injector.
- Post district's emergency protocol and have available all FAAP/ECPs and IHPs in the nurse's office. Post location of auto-injectors. Auto-injectors should be placed in an accessible, secure and unlocked location.
- Periodically or at least annually, check medications for expiration dates and notify parents to obtain new medications.
- Make sure there is a contingency plan in place in the case there is a substitute school nurse.

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

- Review the FAAP/ECP of any student(s) in your classroom with life-threatening food allergies.
- Participate in the campus food allergy management team meetings regarding students in your classroom.
- Keep accessible the student's FAAP/ECP with photo in classroom.
- Be sure volunteers, student teachers, paraprofessionals, specialists and substitute teachers are informed of the child's food allergy and take necessary safeguards.
- Leave information in an organized, prominent and accessible format for substitute teachers and other appropriate staff.
- Educate classmates regarding food allergies in general to avoid endangering, isolating, stigmatizing or harassing students with food allergies. Be aware of how the student with food allergies is being treated; enforce school rules on bullying and threats.
- In the instance of classroom/group snacks or treats, inform classroom parents about the presence and needs of students with life-threatening food allergies in the classroom (see FORMS).
- Consider eliminating or limiting certain foods in classrooms and other learning environments.
- Encourage hand washing before and after snacks and lunch.
- Participate with the planning for student's re-entry into school after having an anaphylactic reaction.

## Field Trips

Collaborate with the school nurse prior to planning a field trip to:

- o Ensure FAAP/ECPs are taken on all field trips.
- o Ensure a cell phone is taken on field trips.
- o Consider ways to wash hands and encourage hand washing before and after eating (e.g. provision for hand wipes, etc.)

## **Responsibility of Coaches and Other On-Site Persons in Charge of Conducting School-Sponsored Activities**

- Conduct the school-sponsored activity in accordance with school policies and procedures regarding life threatening food allergies.
- Keep a copy of the FAAP/ECP with a photo of the student with a life threatening food allergy in an easily accessed place.
- Make certain that an emergency communication device, such as a cell phone is always present.
- If for safety reasons medical alert identification needs to be removed during specific activities, the student should be reminded to place the identification back on immediately after the activity is complete. If not required to be removed, medic alert jewelry can be covered utilizing tape or wristbands.

## **Responsibilities of the Food Service Manager**

- Attend the campus food allergy management team meetings.
- Post the FAAP/ECP (with a photo of the child) in prominent areas of the food service line, with parental permission.
- Review the legal protections for students with life-threatening allergies and ensure that students with severe food allergies that participate in the federally-funded school meal programs are given safe food items as outlined by the physician's signed statement.
- Read all food labels and recheck routinely for potential food allergens.
- Train all food service staff and their substitutes to read product food labels and recognize food allergens.
- Review and follow sound food handling practices to avoid cross-contamination with potential food allergens.
- Strictly follow cleaning and sanitation protocol to avoid cross-contamination.
- Set-up procedures for the cafeteria regarding food allergic students aligning them to the district food allergy management plan and campus food allergy management plan for students.
- Create specific areas that are allergen safe, if necessary.
- Train cafeteria monitors on signs and symptoms of anaphylaxis and emergency treatment, including administration of epinephrine.
- After receiving notice from healthcare provider, make appropriate substitutions or modifications for meals served to students with food allergies.
- Plan ahead to have safe meals for field trips.
- Provide advance copies of the menu and notification of menu changes at request of parents/guardians of students with food allergy.
- Know the location of epinephrine auto-injectors (nurse's office).
- Have functioning communication system in place to support emergencies.

- Take all complaints seriously from any student with life-threatening food allergies.
- Be prepared to take emergency action for a student in the cafeteria in the event of an allergic reaction.

### **Responsibility of Transportation Department**

- Attend training for all school bus drivers on identifying the symptoms of life-threatening food allergies and food allergy reactions.
- Keep a functioning communication device (personal cell phone) if an emergency arises.
- Know how to contact local EMS and follow the district FAAP/ECP while transporting children with life-threatening food allergies.