



SEVERE FOOD ALLERGIES – SCHOOL GUIDELINES

The following are suggested guidelines to assist nurses and other staff in promoting a safe school environment for students with severe food allergies:

ELEMENTARY SCHOOL:

- 1) Arrange a parent meeting to review allergy and request current skin or blood test results to confirm severity. Have parent (1) sign “Authorization for Use and Disclosure of Medical and/or Educational Information” form for treating physician, (2) give medication form(s) to parent for all medications to be kept at school and (3) review where these medications will be kept.
- 2) If parent requests medications be kept at different locations, they may purchase a small locked box (black metal box available at Target in the office supply section); this lock and key are sturdier than other boxes purchased at the office supply store.
- 3) Review CSI/Care Plan with parent if already prepared. Review with parent if they request the following: (1) “peanut letters” sent home with peers, (2) child sit at the nut-free table, (3) parent provide handi-wipes for classmates after snack/lunch, (4) provide a “treat box” for school celebrations.
- 4) Arrange for an all-school in-service on Epi-Pen administration/Anaphylaxis ASAP. Keep copies of lists of attendees in the Health Office for future reference. Arrange for training of all those who were absent.
- 5) Notify staff/teacher of student’s arrival in classroom. Submit CSI/Care Plan to teacher for his/her use and a copy in their substitute folder. Have custodian clean all desk tops in the classroom before student enters. Place trash receptacle away from student’s desk.
- 6) Send “peanut letters” home the first day of school or ASAP after the student arrives in class to meet specific student needs at each site if approved by Principal and Health Services. Provide a list of other foods with parent peanut letter.
- 7) Nurse to review proper hand washing with classmates and /or use of handi-wipes/liquid hand sanitizer ASAP. Review with students where the emergency medication(s) are kept for quick access in an emergency. (See attached)
- 8) Prepare child-specific instructions for substitute art, music and science teachers. This may be in addition to the CSI/Care Plan provided. (See attached samples)
- 9) Office staff to submit work order for sign – “Nut-free” – for table. Designate what table will be used. Have custodian clean this table BEFORE and AFTER snack and lunch.
- 10) Contact Food Services to request NO nuts or nut products (trail mix, cookies, etc.) be sent to school.

- 11) Notify noon duty staff ASAP about this student. Have them monitor for the first few weeks, that children sitting at the nut-free table (with the student with allergies), have NO nuts or nut products in their snacks/lunches.
- 12) Review with student location of medication boxes and remind him/her to always arrive in the Health Office with a buddy if symptomatic. Review with them their specific symptoms of anaphylaxis if known.
- 13) If physician authorizes student to carry Epi-Pen (in grades 5 or 6), consider having student begin wearing a fanny pack to school to familiarize themselves with this responsibility. Discuss first with parent.
- 14) Rainy day schedule – make appropriate arrangements beforehand where student will eat snack/lunch if other students in the classroom have nuts or nut products in their snacks/lunches. Tell student this location. Be sure the trash receptacles are not near the student. Student should NEVER be requested to clean the tables, etc. of other students.