

## **Parent Responsibilities**

Parents are their children's first teachers. It is important for parents to educate their children about his or her allergy. It is also important for the parent to form a partnership with the school and communicate information received from the child's physician; preferably a board certified allergist. Preparing, role-playing, and practicing procedures in advance will help everyone feel prepared in an emergency.

- Contact the public health nurse (PHN) in your school and complete an Individualized Health Care Plan (IHCP) including the proper forms – *Physician Order/Severe Allergy Action Plan* and *Screening Questionnaire for Severe Allergies*, before the school year begins (or immediately after a diagnosis).
- Provide up-to-date epinephrine auto-injectors to the school clinic. Depending on the healthcare provider's orders, be willing to provide more than one epinephrine auto-injector.
- Update any changes in your child's health status.
- Consider providing a medical alert bracelet for your child.
- Consider providing non-perishable emergency food to keep in school.
- Be willing to go on your child's field trips if possible.
- Be willing to work with your child's classroom teacher to plan for special events and field trips.
- Arrange to meet or communicate with your child's teachers, extended day supervisors and/or coaches before the start of the school year.

### **Periodically teach the student to:**

- Recognize the first symptoms of an allergic and/or anaphylactic reaction.
- Know where the epinephrine auto-injector is kept and who has access to the epinephrine auto-injector.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- Carry and administer his or her epinephrine auto-injector when appropriate, and if the epinephrine auto-injector is used, report the incident to the appropriate school staff members.
- Never share snacks, lunches, or drinks.

- Read product labels and be aware of the probability of cross-contamination.
- Understand the importance of hand washing before and after eating.
- Advocate for health needs and voice concerns to responsible adults.
- Report teasing, bullying, and threats to any adult authority.
- Take as much responsibility as possible for avoiding allergens.

### **School Administrator/Designee Responsibilities**

- Support faculty, staff and parents in implementing all aspects of the APS food allergy guidelines – “Management and Support of Students with Severe Allergies in Arlington Public Schools.”
- Coordinate with the public health nurse (PHN) to provide staff training and education annually on:
  - Foods, insect stings, medications, latex as allergens
  - Prevention procedures
  - Emergency procedures
  - How to administer an epinephrine auto-injector in an emergency
- Designate at least two staff members in the building to act as Principal Designees in the absence of the school clinic staff.
- Ensure that trained staff members are available on field trips.

## Classroom Teacher Responsibilities

- Participate in annual allergy prevention and awareness training.
- Check the Student Information System (SIS) – Synergy, for medical notifications for students in your classroom. Understand the *Physician Order/Severe Allergy Action Plan* of students in the class and respond to emergencies as per the emergency protocol for children with identified allergies.
- Ensure foods containing allergens are not consumed in classrooms of students with food allergies. If a student brings a restricted food for snack, implement proper safety procedures to manage the snack and prevent cross-contact.
- Use non-food treats/items for birthday celebrations.
- Inform students, volunteers, special teachers, student teachers, and substitute teachers of classroom's food allergies and necessary safeguards.
- Inform parents of any school events or projects where food is involved. Foods containing allergens specific to a student should not be used in classrooms of students with food allergies.
- Do not allow students to trade or share any food, including snacks.
- Participate with any planning necessary for student's re-entry to school after an anaphylactic reaction.
- Always and immediately act if a student reports signs of a possible allergic reaction. Students who may be having an anaphylactic reaction should never be sent home on the bus.
- Encourage students to wash their hands before and after eating (APS School Board Policy- 25-3 Support for Students – Wellness/Hand washing).
- Be aware of how the student with food allergies is being treated. Enforce school rules about bullying and threats. Encourage supportive and positive interactions between children.
- Be a role model by respecting the needs of children with food allergies

## Optional and/or at Parent Request

- Send home a letter at the beginning of the year (or when needed during the year) to all families informing them of the need to support an allergen-free classroom, as necessary. Ask that all parents not send in food items for snack or containers

for projects that contain allergens, which may cause a reaction. The individual student(s) with food allergies should not be identified in writing or verbally to parents or students.

- Post an allergy sign directly outside of classroom.
- Use non-food incentives for prizes, gifts, and awards (see suggested list).
- Consider designated allergy-friendly seating arrangements, as necessary.
- Consider eating situations on field trips and plan for prevention of exposure to food allergens for susceptible students.
- Discourage the use of food allergen classrooms for other after-school activities, meetings and groups.

## **Public Health Nurse (PHN) Responsibilities**

- Work with parents to complete an Individualized Health Care Plan (IHCP) including the proper forms – *Physician Order/Severe Allergy Action Plan* and *Screening Questionnaire for Severe Allergies*, before the school year begins.
- Review the *Physician Order/Severe Allergy Action Plan* to ensure that the student's name, photo, allergens, symptoms of allergic reactions, risk reduction procedures, emergency procedures and required signatures are in place. Note: *Physician Order/Severe Allergy Action Plans* are updated annually or when the student's needs change. It is the parent's responsibility to provide the clinic staff with updates to changes in the student's condition.
- Coordinate with the school administrator to arrange a team meeting to communicate the plan to staff who come in contact with the student with allergies. This may be through the 504 process.
- Based on physician's authorization, assess the readiness of the student to carry and self-administer the epinephrine auto-injector or other medications.
- Alert teachers to the student's condition through a medical notification in the Student Information System (SIS) - Synergy. In addition, the PHN may meet with staff who have routine contact with the student and review the emergency response plan and risk reduction strategies. Other staff members who have contact with students with life-threatening allergies should also be made familiar with a student's condition. This includes providing cafeteria/lunch room staff and extended day staff with this information.
- Provide staff training including an overview of severe life-threatening allergies, anaphylaxis, and the role of school staff in supporting students with allergies. This information is also available online through Blackboard.
- Additionally, the PHN will instruct school staff on the use of an epinephrine auto-injector and provide staff with the opportunity to practice and demonstrate the skill using a training device.
- Track in-service attendance of all school staff that have been trained.
- Store epinephrine auto-injectors in a labeled area that is unlocked.

### **School Health Aide Responsibilities**

- Contact public health nurse (PHN) upon receipt of epinephrine and/or *Physician Order/Severe Allergy Action Plan*.
- Review and sign *Physician Order/Severe Allergy Action Plan* for students and be familiar with student plans.
- Attend and complete anaphylaxis and epinephrine administration training annually.
- Store epinephrine auto-injectors in a clearly marked area that is unlocked.
- Monitor epinephrine auto-injectors for expiration dates and notify parents when epinephrine auto-injectors are expiring.
- Reorder stock epinephrine from School Health Bureau Administrative Technician as needed.
- Package epinephrine auto-injector and antihistamine as necessary for field trips. Have teacher sign the medication in and out.
- Notify parents to pick up medications at the end of the school year and inform parents about forms for the upcoming school year. Medications will be disposed of one week after a notice for pickup has been sent by the school health aide (SHA).

## **Student Responsibilities**

The amount of responsibility students take for managing their own food allergies depends largely upon age and maturity. It is important to remember that younger students require more support and oversight from responsible adults as they learn to manage their food allergies in various settings. In most cases, it is best practice to encourage and assist students to become educated and competent in their own care. Parents and students should consult with their physician to determine if a student is prepared to carry their epinephrine auto-injectors.

- Take as much responsibility as age-appropriate for avoiding allergens.
- Do not share food.
- Wash hands before and after eating.
- Learn to recognize symptoms of an allergic reaction.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- Take more responsibility for your allergies as you get older.
- When able, always carry epinephrine auto-injectors.
- Advocate for health needs and voice concerns to responsible adults.
- Report teasing, bullying and threats to any adult authority.