

GORHAM SCHOOL DEPARTMENT ALLERGY PROTOCOL

HEALTH SERVICES STAFF DEVELOPMENT

1. Prior to the beginning of the school year, all staff, including food service, transportation, custodial, and maintenance staff will be trained by the school nurse about the following topics:
 - OSHA standard for blood borne pathogens
 - The care of the diabetes student
 - General first aid procedures
 - Emergency cards, confidentiality
 - Clinic passes
 - Teacher emergency baggies
 - Med alerts
 - ❖ available for subs. in teacher's and bus driver's sub folders
 - ❖ encourage staff to highlight and review entire list
 - Allergy procedure review including cafeteria, classroom, medication, field trips, bus, etc.
 - Epi-pen storage and usage, and location of emergency supplies (office, cafeteria, or other designated areas as needed)
 - Allergy plans including addressing confidentiality of students with allergies
 - Signs and symptoms of allergic reaction
 - Steps to follow in an emergency
 - Handbook information

(The above topics will be reviewed again as a refresher to all K-5 staff in January each year and for staff involved directly with students with allergies in grades 6-12.)
2. A reminder notice will be sent home bi-annually in September and January to refer parents to the handbook for information pertaining to allergies.
3. Substitute staff must be trained annually by attending a building based in-service or sub orientation.
4. Signs and symptoms of allergy reactions and common allergy list will be posted throughout the building.
5. All staff will sign in that they have attended the health services annual update session.
6. The school nurse will maintain in-service attendance records.

CLASSROOMS OF STUDENTS WITH KNOWN ALLERGIES

1. A letter will be sent home to the parents of all students at the beginning of the school year and again in January (by the school nurse) to remind parents to review the handbook for allergy information.

2. No obvious nuts, peanuts or peanut butter foods will be consumed in the classroom of students with known food allergies in grades K-5.
3. Students may consume nuts, peanuts and peanut butter foods in the cafeteria or other designated area followed by surface cleaning and hand washing.
4. In the classroom with a known allergy student:
 - The classroom adult is responsible for monitoring that the environment is cleaned after food consumption in grades K-5.
 - All tables in the classroom will be cleaned immediately after food consumption.
 - An adult will spray surfaces with H₂O₂ and the area will be wiped dry after.
 - Students will wash their hands with soap and water.
 - Hand washing by all students after eating.
5. All students will wash their hands with soap and water upon arriving at school in grades K-5
6. Snacks provided for an entire class should not contain obvious nuts, peanuts, or peanut butter foods.
7. No food trading, touching or sharing **ever**.
8. The classroom teacher is responsible for including the allergy plan of the allergy student in the sub packet.
9. Teachers will notify parents of allergy students about lesson plans or activities involving the use of any food.
10. Epi-pens will be kept in a case on a hook by the classroom door in grades K-5. Students in grades 6-12 may self-carry-see medication policy.
11. If the building is evacuated the adult in the classroom is responsible for carrying the student's Epi-pen or other emergency medicine with them.

BEFORE AND AFTER SCHOOL ACTIVITIES

1. The school nurse is a resource for activity leaders to discuss any health concerns related to students in their activity or sport.
2. It is the parent's responsibility to notify the adult in charge about the health conditions related to their child for any before or after school activity including the location of all medicines (Epi-pen, inhalers etc.).
3. It is the responsibility of the parent to provide emergency medicine for before and after school events and to be sure that any required medication is in the student's personal back-pack or sports bag.
4. The activity leader will include a place on the registration sheet for parents to complete any information related to health conditions.
5. As part of any activity sign-up, health concerns including allergies must be communicated by the parent to the adult in charge consulting with the school nurse when necessary.

FIELD TRIPS

1. Teachers must notify the school nurse and parent one week in advance of any trip.
2. It is the parents' responsibility to provide the school with an updated field trip permission form annually.
3. A medication permission form must be completed and signed by the parent and the student's physician annually.
4. It is the parents' responsibility to provide an Epi-pen and/or emergency medications for students with known allergy reactions.
5. Teachers will be aware of the students in their care that have histories of known severe allergic reactions by reviewing the medical alert list and individual allergy plan(s).
6. The teacher will bring:
 - The field trip permission forms
 - Allergy plan
 - First aid kit containing an Epi-pen and/or Epi-pen Jr. and Medical Alert list
 - Any medication the student requires must go with them, including inhalers
7. It is the classroom teacher's responsibility to be sure all students with Epi-pens and inhalers have them available for any field trip.

CAFETERIA

1. Allergen safe tables (specific to known allergen) will be clearly marked (responsibility of cafeteria manager).
2. Allergy posters will be on display in cafeteria and throughout the school.
3. Children with allergies will not assist in cleaning assignments.
4. There will be no cross cleaning of tables. All allergy safe tables will be cleaned with separate equipment by the custodial staff.
5. Adults will monitor the allergy safe tables in grades K-5.
6. Allergies from the med alert list will be listed on the cafeteria computer (data input by cafeteria staff).
7. An Epi-Pen will be available in an unlocked area of the cafeteria.
8. Parents and food service directors will review labels and keep the allergic student informed.
9. In buildings where the cafeteria is also used for class, the floors will be washed after any eating event that has occurred.

TRANSPORTATION

1. Parents will introduce child with allergy to the bus driver or sub bus driver.
2. NO eating on the bus during routine bus trips to and from school unless it is medically necessary.

3. Students will be instructed about bus protocols related to food with the annual student bus training
4. At the parent's request, preferential seating to the front of the bus may be arranged with transportation department.
5. Parents must inform the bus driver, if a student has emergency medicine such as an inhaler, Epi-pen, glucagon in the outside pocket of their backpack. Any concerns with the transportation of students will be directed to the transportation director.

MEDICATIONS

1. The school physician will issue an annual order for Epi-pens and Benadryl to be available for use by any school staff in an emergency (see Physician's Standing Orders Anaphylaxis Protocol).
2. The school nurse team leader will be responsible for obtaining annual orders from the school physician.
3. Each school will have a limited supply of Epi-pens for emergency use and/or field trips.
4. Parents are responsible for supplying Epi-pens and other medications for students with known allergies. The parent of any student who may self-carry a medication is responsible for tracking the expiration date and replacing the medication when needed.
5. The school nurse will check expiration dates and replace school supplied Epi-pens as needed.
6. Students will not be allowed to carry medications except under the conditions outlined in the school medication policy.
7. Students who self-carry medications are responsible for proper storage and availability of Epi-pens and other emergency medications. Staff must be aware that Epi-pens will be available in the school office, cafeteria and other designated areas to provide quick access in an emergency.
8. Epi-pens will be stored at 59-86 degrees, room temperature. They may not be left in a hot or cold vehicle/bus or stored in sunlight. This is the responsibility of the adult on duty.
9. It is the responsibility of the adult on duty during outdoor activities including recess, to carry the Epi-pen(s) in an insulated fanny pack in all K-5 locations.
10. The fanny pack for recess (K-5) and building evacuations will be located in the main office.
11. For elementary (K-5) students whose IHP requires the Epi-pen to follow the student to classrooms, unless there is a self-carry order in place, the adult will move the Epi-pen from room to room and hang the Epi-pen on a hook near the door of the classroom.

Gorham School Health Services Department

Dear Parents,

Due to the increasing number of students with severe allergies to foods and other products that are life-threatening, we are asking you to review with your child the allergy procedure located in the school handbook. We need your co-operation in speaking with your child regarding the importance of NOT sharing food with others here at school or on the bus in order to avoid inadvertent exposure to a food which could cause a severe allergic reaction. Students may choose to sit at an allergy safe table available in the cafeteria to reduce the risk of exposure to known allergens. **Please let your child's teacher know ahead of time if you want to send in a snack for the entire class so that arrangements can be made for the child with allergies to bring in an alternative snack.** Please do not send in snacks intended to be shared with the class that may contain obvious nuts, peanuts or peanut butter. We appreciate your help in this matter. Please contact your school nurse with any concerns.

Sincerely,

Gorham School Nurses