



THE SUMMIT  
COUNTRY DAY SCHOOL

## **The Summit Country Day School Food Allergy Guidelines**

Food allergies can be life-threatening. Eight of the most common foods that cause an allergic reaction are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. The purpose of the Food Allergy Guidelines (hereafter referred to as The Guidelines) is to maintain a safe environment for students with food allergies and to support parents regarding food allergy.

While The Guidelines do not represent a contract, all parties will do their best to follow them. Because children are unpredictable and parents/visitors are always welcome in our building, we are not able to guarantee that a child may not be exposed to a food allergen while on campus or involved in a school activity. We will try to make children with allergies comfortable in the school environment, but there may be instances when we need to adopt an alternative plan for allergic children if we believe their safety warrants such action.

The Guidelines include but are not limited to school-wide training programs regarding food allergy education, strategies to identify students with life-threatening food allergies, avoidance measures, emergency procedures, typical symptoms, and dosing instructions for medications when needed. The Guidelines also identify responsibilities for school staff.

### **Parent Responsibility**

- Notify the school of the student's medical diagnosis and prescribed medical treatments for severe allergies by completing the Individual Allergy Action Plan (IAAP) located on the school's web site (parents/forms). The IAAP must be completed and signed by both the parent and physician. It must include a current picture of the student and be completed by the first day of the academic year or immediately after new diagnosis.
- Deliver all emergency medications to the nurse in original packaging. The medication consent form must be completed for each medication. If a student has permission from a physician to carry either an Epi-Pen/Auvi-Q or an inhaler for self-administration, the parent/guardian also agrees to provide the nurse with a back-up supply of medication prior to the beginning of the school year or immediately upon the occurrence of a new diagnosis. The parent also agrees to replace any medications upon expiration so that the school is never without usable medication.
- Educate the child in the self-management of his or her food allergy including:
  - safe and unsafe foods
  - strategies for avoiding exposure to unsafe foods
  - 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)



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- Setup an appointment with the nurse prior to the first day of the school year to deliver the IAAP, prescribed medications, and medication consent form and to discuss any desire for the student to sit at the “peanut free” table in the dining hall during the regular school day as well as any desire to have the faculty send out a class letter/email to other parents in class with the affected students in Montessori through Lower School.
- Instruct faculty, coaches, and all after school activity coordinators that as the parent/guardian you will provide alternate snacks or treats as you feel necessary to be used in the classroom during regular snack time, class parties/celebrations, or during after hour school sponsored activities. We request all parents NOT to bring snacks that include peanuts or tree nuts.
- Communicate all information about triggers and treatment surrounding the student’s life threatening allergies to the appropriate District Transportation Supervisor who coordinates the student’s bus service to and from school. For students who ride the Summit bus, contact Business Manager David Paulin (Ext. 204; Paulin\_d@summitcds.org).
- Report and encourage the student to report all threats or harassment associated with allergy related bullying immediately to the Division Director or Nurse.
- Review and update the IAAP with the school staff, the student’s physician and the student (if age appropriate) should a reaction occur.

### **Student’s Responsibility**

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Carry emergency medication responsibly. (Written medication order from physician must be on file). Be able to demonstrate proper administration of Epi-Pen/Auvi-Q, Inhaler or other prescribed emergency medication to the nurse.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

### **School’s Responsibility**

- The Nurse will include the student’s name on the Confidential Medical Conditions list and provide a copy of the IAAP to those who might be called upon to administer emergency care during the regular school day or on sanctioned school field trips. Staff will review the Confidential Medical Conditions list and IAAP provided by the Nurse.



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- The nurse will provide the Athletic Department (Grades 7-12) and the K-6 Athletic Coordinator with Emergency Medical Authorization forms and the Confidential Medical Conditions list of student athletes. Coaches will be notified of athletes with food allergies so snacks and team meals do not include offending ingredients if possible. We request all parents NOT to bring snacks that include peanuts and tree nuts.
- The Nurse will ensure that all faculty and staff who interact with the student on a regular basis understand food allergies and anaphylaxis, can recognize symptoms, know how to use an epinephrine injector, and understand steps to take in an emergency.
- The Nurse will meet with the Food Service Manager, provide a copy of all student's Individual Allergy Action Plans and discuss the location of required medications.
- Faculty and staff will notify the Nurse about all field trip dates and locations. Parents will be notified through the normal permission slip process. The Nurse will prepare all emergency medications for field trips involving students in Montessori through Middle School and for Upper School students who do not have medical authorization to carry and self-administer their own medications. Faculty and staff will pick up the prepared medications needed to treat an allergic reaction the morning of the planned field trip and ask the Nurse any questions about the medications including what to administer, when to administer and how to use an Epi-Pen/Auvi-Q if unfamiliar.
- We will minimize using food in classroom activities, though some lessons may require it. No peanut or tree nut products are allowed in classrooms.
- We will try to avoid excluding students from school activities based on their food allergy, but an alternative plan for the student may be needed if we feel the child's safety is at risk.
- Teachers will not use food as incentives.
- Daily school provided snacks will be distributed in the Montessori and Lower School classrooms. Snacks will be peanut and tree nut free, but due to constant changes in food processing facilities we cannot guarantee snacks will not be "manufactured in a facility" or "processed on shared equipment" with peanut or tree nut items.
- Medications will be kept in an easily accessible secure location (either classroom, cafeteria, or the appropriate clinic) central to designated school personnel, not in locked cupboards or drawers. Students should be allowed to carry their own epinephrine, if age appropriate **after approval from the student's physician, parent and nurse.**
- Signs will be posted at the entrance to each Montessori and Lower School homeroom to identify there are children with allergies in the classroom. Given children in Lower School



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change classrooms frequently, we are not able to post such a notice in every room an allergic child may enter.

- Each cafeteria will have a “peanut free” table labeled. This table will be cleaned with sanitizing solution after each lunch. Children with allergies will make a decision with their parent on whether or not they will sit at this table prior to the start of each school year.
- A “no eating” policy will be enforced on the Summit bus and other buses Summit hires for school activities. Education regarding children with medical conditions will be provided to the bus driver.
- Take threats or harassment of an allergic child seriously should faculty or staff become aware of such.
- In accordance with House Bill 296, epinephrine auto injectors will be kept in each division for use in emergency situations. The epinephrine auto injector will be used for someone experiencing anaphylaxis in school that has previously been unidentified.

5/14/15