

DISTRICT 96 FOOD ALLERGY GUIDELINES

Responsibilities of the School Administrator

The school administrator serves as an integral part of the school's anaphylaxis management team by supporting the faculty, staff and parents in implementation of the District's guidelines for the student with life threatening allergies. Their responsibilities include the following:

1. Ensure that all necessary forms are completed, implemented and reviewed annually.
2. Ensure that school staff is aware of specific students with life threatening allergies.
3. Communicate with parents when a child with life threatening allergies is attending the school and ask for their support in terms of risk reduction strategies.
4. Be able to provide non-allergic and food-allergic families with educational materials.
5. Help facilitate education and training of faculty, staff and substitute teachers as to:
 - a. District 96 Food Allergy Management Program
 - b. Reactions to foods, insect stings and latex
 - c. Risk reduction strategies
 - d. Procedures for administering epinephrine auto-injectors (Epi-pen).
 - e. Cafeteria management
 - f. Custodial duties for risk reduction
6. Maintain current listing of personnel who have received anaphylaxis training and those who have volunteered to administer emergency medications.
7. Ensure that substitute teacher's "subfolder" indicates presence of an anaphylactic student in the class and the availability of the nurse for immediate allergy information.
8. Support and follow established food allergy guidelines for field trips and extra curricular activities.
9. Provide emergency communication devices (i.e., walkie-talkie, cell phone) for all school activities, including gym, lunch, recess and field trips.
10. Inform parents/guardians if any student experiences a life threatening allergic reaction and set up an incident review meeting.
11. Based on medical information and IHP or 504 Plan, consider placement of young, severely allergic student into an Allergy Restricted classroom (see [Allergen Restricted Classroom Guidelines](#)).
12. Ensure that all food allergic students are included in all school activities.
13. Enforce the "no eating" policy on school buses with exceptions made only to accommodate students with special needs.
14. Take appropriate action in regard to threats or harassment towards an allergic child.