

DISTRICT 96 FOOD ALLERGY GUIDELINES
Responsibilities of the Nurse

The building nurse assists the school team in the prevention and emergency care of children with food allergies and reactions by implementing the following procedures:

1. Upon notification of a student having a life threatening allergy, the following forms will be given to the parents/guardians:
 - a. PARENT LETTER from the nurse and ALLERGY HISTORY/ASSESSMENT form, to be completed by parents/guardians.
 - b. EMERGENCY ACTION PLAN FORM (EAP), to be completed by parent/guardian AND physician.
 - c. PHYSICIAN'S MEDICATION AUTHORIZATION FORM
2. Following a review of the parent/physician forms, an Individual Health Plan (IHP) may be developed with required District team members present.
3. Designate on the Emergency Action Plan (EAP) if parents request an additional Epi-pen to be kept in the classroom or elsewhere.
4. Identify staff members on the EAP who have volunteered to administer emergency medications.
5. If Epi-pen is administered, call 911 as well as parents/guardians, and transport student to hospital.
6. Distribute completed copies of the EAP to classroom teacher and request a highlighted copy be placed in the substitute teacher folder.
7. Place copy of the EAP in the HEALTH OFFICE sub folder in "Medical Concerns" section.
8. Notify "need to know" staff of at risk allergic students. Provide information as to symptoms of allergic reaction and emergency plan.
9. Support District 96 inservice, to include use of Epi-pen, which is offered at the beginning of the year for all staff.
10. Maintain medications in a safe, unlocked and accessible location. Keep list of expiration dates and periodically examine for product deterioration.
11. Arrange for "Allergen Restricted" table at lunch when appropriate as indicated in IHP or 504 plan.