



ADMINISTRATIVE MEMORANDUM

GUIDELINES FOR MANAGING STUDENTS WITH FOOD ALLERGIES | 8001.1

The district recognizes the growing number of students who attend our schools with a potentially life-threatening food allergy. We are committed to providing a safe environment for all students and to minimizing the risk of accidental exposure in the school setting.

Managing food allergies is a shared responsibility among families, schools, students, and healthcare providers. This administrative memorandum provides guidelines for managing students with food allergies, with a focus on promoting awareness education, prevention, communication, and emergency response.

Family's Responsibility

1. Notify the school nurse of the child's food allergy.
2. Provide the school nurse with written medical documentation from a licensed Physician of the child's food allergy.
3. Provide properly labeled emergency medications to the school nurse and replace medications upon use or expiration.
4. Provide a Prevention and Emergency Response Plan for Students with Allergies Form (attached) completed by a licensed physician for students with a life-threatening food allergy who will participate in the school meals program. See parent letter and allergy procedures for parents enclosed for further instructions.
 - a. A Food Allergy Action Plan is also an acceptable form of documentation from a licensed physician. (see attached FARE form)
5. Educate the child in the self-management of their food allergy including (a) safe and unsafe foods, (b) symptoms of an allergic reaction, (c) how and when to tell an adult they may be having an allergic reaction, and (d) no food or utensil sharing.
6. Review policies and procedures with the school staff, the child's physician, and the child after an allergic reaction has occurred. Visit www.RedClayCafe.com and click on Allergy Information for policies regarding food allergies in the school cafeterias.
7. Provide up-to-date emergency contact information.

School's Responsibility

1. School nurse: Review health records submitted by parents and health care providers.
2. School nurse: Share Prevention and Emergency Response Plan for Students with Allergies Form with appropriate staff including, but not limited to, teachers and the nutrition supervisor.
3. Each school nurse will provide annual district standardized training to the teachers and para professionals on the basics of food allergies, including the signs and symptoms of an allergic reaction and what to do in the event of an allergic reaction. School Nutrition employees will receive annual training on handling food allergies in the school meals programs.
4. Designate a "safe zone" in the cafeteria to accommodate the needs of students with food allergies.



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5. **Office of Nutrition Services:** Provide allergen-appropriate meals to students with life-threatening food allergies who have submitted a Prevention and Emergency Response Plan for Students with Allergies Form completed by a licensed physician. Offer a standardized allergy meal to all students who have a documented food allergy to Eggs, Milk, Soy, or Wheat until the parent/guardian provides the completed Prevention and Emergency Response Plan for Students with Allergies Form.
6. Enforce a “no eating” policy on school buses with exceptions made only to accommodate students with special needs under federal laws.
7. Encourage the use of nonfood items for classroom parties and celebrations by raising awareness of food allergy in the school community. (See attached sample letter to parents in an elementary homeroom.)
8. Provide reasonable advance notice to families of children with food allergies of classroom celebrations, field trips, and other special events where food is involved. Coordinate efforts with the families to ensure that food is safe and that students with food allergies are fully included in school activities.
9. Reduce the risk of accidental exposure to food allergens at school. All food products distributed or sold in school during regular school hours are required to have a commercial ingredient label for allergen identification. Food products distributed by the Office of Nutrition Services are screened for food allergens by their department and do not require an ingredient label.

Student’s Responsibility

1. Should be proactive in the care and management of their food allergy, according to their developmental level.
2. Should not trade or share food or utensils with others.
3. Should not eat anything with unknown ingredients or known to contain a food allergen.
4. Immediately notify an adult if they eat something they suspect may contain a food allergen.

Questions about the information contained in this administrative memorandum should be directed to the Deputy Superintendent.