

Lancaster Community School District

Students

Life Threatening Allergy (LTA) Policy

The District is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment for all students. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

The District cannot guarantee to provide an allergen-free environment for all students with LTAs, or prevent any harm to students in emergencies. The goals for allergy management include:

1. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening allergies. This process shall be outlined in detail in the District's administrative procedures manual.
2. To maintain the health and protect the safety of children who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
3. To ensure that interventions and individual health care plans for students with life threatening allergies are based on medically accurate information and evidence-based practices.

The superintendent shall direct building administrators and staff, to act affirmatively and work closely with parents to assure that the needs of children with documented allergies are taken into consideration in planning for District programs. The district health services coordinator/school nurse shall ensure that the District's management plan is reviewed and updated yearly. It is the policy of the District to establish age appropriate procedures and guidelines for students and buildings within the District that minimize the risk for students with life threatening allergies (LTA). The procedures and guidelines on LTAs are presented at both the District and school building based levels.

It is the District's expectations that both the District and building-based procedures and guidelines will take into account the health needs and well-being of all students without discrimination or isolation of any student.

It is also the policy of the District that the procedures and guidelines change as the student advances from preschool to elementary grades and through to the secondary grades. The District recognizes that parents have the primary responsibility for the health of their children. It is parents' responsibility to inform the District when a child's medical condition might affect the child's welfare or safety. The District will cooperate with parents and appropriate health professionals to the extent that is permitted under this policy and within the means of the District's resources. Such determination is made in the sole discretion of the District.

In order to minimize the risk of students with LTAs to exposure to offending allergens that may trigger a life threatening reaction, the District will support LTA procedures and guidelines that include:

1. appropriate education of staff to roles and responsibilities,
2. building- based general medical emergency plans,
3. LTA emergency plans for specific students, and
4. availability of medical equipment for quick response, and resources for ongoing support and implementation of this policy.

LEGAL REFERENCE:

§115.787, Wis. Stats. [Individual Educational Programs]

§118.13, Wis. Stats. [Pupil Discrimination Prohibited]

§118.29, Wis. Stats. [Administration of Drugs to Pupils and Care]

Americans with Disabilities Act of 1990, as Amended

Individuals with Disabilities in Education Act, as Amended

Section 504 of the Rehabilitation Act of 1973, as Amended

Federal Educational Rights and Privacy Act

CROSS REFERENCE:

ADOPTION DATE:

August 10, 2011

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## *Administrative Procedure*

### **Background**

Allergic reactions can result from a variety of causes and can span a wide range of severity of symptoms from mild to life threatening. Life Threatening Allergic (LTA) reactions such as anaphylaxis may occur when the allergic person accidentally ingests or is exposed to the offending allergen. Anaphylaxis is a collection of symptoms that affect many body systems. The most dangerous and potentially fatal symptoms include breathing difficulty, drop in blood pressure, or shock. Food allergies are an especially growing problem in the United States. The foods that commonly cause allergic problems are peanuts, tree nuts, shellfish, fish, milk, egg, soy and wheat. Other examples of potentially life threatening allergic reactions may occur from stinging insects, medication and latex rubber. The AAAAI (American Academy of Allergy, Asthma and Immunology) states that the most important aspect of the management of life threatening allergies is avoidance of the allergen. Furthermore, the AAAAI advises that the first line of treatment of choice for anaphylaxis is an injection of epinephrine.

### **Purpose and Scope**

In accordance with the District procedures and protocols, an Emergency Allergy Action Plan (EAAP) and an Individual Health Care Plan (IHCP) will be developed for each student after receipt of written notification from the student's parent of a physician-diagnosed LTA.

Whenever the term "parent" is used in this document, it shall mean the parent(s) or legal guardian(s) of the student, as applicable. The sections below highlight the major responsibilities for the various groups, but each child's plan will be individualized, and therefore, not all responsibilities can be spelled out in this protocol.

### **Procedures for Managing Students with Life-Threatening Allergies**

1. Knowledge and application of appropriate federal laws including ADA (Americans with Disabilities Act), IDEA (Individuals with Disabilities In Education Act), Section 504 of the Rehabilitation Act, and FERPA (Federal Educational Rights and Privacy Act), and any state law or District policy that applies.
2. The parent/guardian will provide the school nurse with written medical information. School staff is informed of student's allergy prior to school by parent/guardian completing the LIFE THREATENING ALLERGY form (preferable at or before registration or before the student returns to school following a new diagnosis). Medical documentation verifying allergy will be requested. The forms are available in the school office. The form will contain, at a minimum, a photo of the child, a documentation of the LTA, instructions, and current medications, as directed by a physician.
3. All medication(s) and medication orders with signatures from parent/guardian AND child's health care provider by the start of school, annually, or if changes are made thereafter by the parent/guardian. Lancaster School District policies regarding the administration of medication to students must be followed.
4. Develop and implement an Individual Health Care Plan (IHCP)/504 for all students with diagnosed life-threatening allergies, based on medical documentation from their physician.

5. Implement annual life-threatening allergy and Epi-pen training for staff or more frequently as needed for new staff or staff working with students who have a life-threatening allergy.
6. Information regarding life-threatening allergies and school policy will be communicated to parents by a newsletter, email or in letter sent home by District staff.
7. The District's nurse/health services coordinator is responsible for notifying applicable staff of students with LTAs. The student's EAAP shall be kept in the student's classroom. The EAAP shall contain a recent photo of the student for identification purposes.
8. Inform the student of his/her responsibility to:
  - a. Not trade food with others;
  - b. Not eat anything with unknown ingredients or known to contain the offending allergen(s);
  - c. Notify an adult immediately if the student ingests something that they believe may contain the specific allergen or if he/she has been exposed to the specific allergen;
  - d. Minimize the exposure to the environmental allergen whenever possible;
  - e. Be proactive in the management of his/her allergy based upon his/her developmental level;
  - f. Act responsibly with any medication that he/she is keeping in his/her possession, including, but not limited to distributing, selling, sharing or otherwise inappropriately using the medication.
9. Inform the parent(s) of his/her responsibility, in addition of those set forth above, to:
  - a. Provide on-going education to their child in the self-management of their allergy [e.g. the items listed in section 8, subsections a through f above];
  - b. Provide a medic-alert bracelet for their child (optional as determined by the District based upon the student's LTA; and
  - c. Notify staff of the location of the child's Epi-pen or other medicines held by the child on his/her person.

### **Procedures for Addressing Environmental Factors Pertaining to LTAs**

#### **Classrooms**

1. Hand washing with soap and water OR hand wipes after meals and snacks will be encouraged. Hand sanitizers do not remove allergen proteins.
2. Classroom environments (including projects, incentives, snacks, etc.) will be modified to reduce potential exposure to allergens.
3. The classroom teacher of allergic students, in consultation with the District health services coordinator will establish a protocol for notifying all parents of students in the classroom of the protocols for that classroom.
4. Substitute teachers shall be given the student's EAAP through the teacher's substitute folder.

### **Lunchrooms/Eating Areas/Vending**

1. A peanut/tree nut/fish free table will be available in lunchrooms. Only peanut/tree nut free/fish meals will be allowed at this table.
2. If there is food distribution, including bake sales held on school grounds, consideration should be given to students with life-threatening allergies.
3. Peanut/tree nut free snack lists will be available at the beginning of each school year and as needed. Food companies often change manufacturing processes. Always check labels for allergen information.
4. As part of the LTA educational program, students will be encouraged not to trade food with other students.

### **Field Trips**

1. All district allergen policies also apply to field trips and field trip meals.
2. The EAAP and any prescribed medication will accompany the student on all field trips.
3. In the absence of an accompanying parent, a trained staff member will be assigned to monitor the student's welfare.

### **Transportation Environments – e.g. Buses**

1. All district allergen policies also apply to school buses.
2. The EAAP and any prescribed medication will accompany the student on all routes.
3. Drivers will be informed of the EEAP for the student on the bus.

LIFE-THREATENING ALLERGY AUTHORIZATION - PARENT/GUARDIAN FORM

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

School: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Alternative Emergency Contact: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_

Health Care Provider: \_\_\_\_\_

Phone: \_\_\_\_\_ Hospital Preference: \_\_\_\_\_

What is your child allergic to: \_\_\_\_\_

What symptoms does your child experience? *Check all that apply*

\_\_\_\_\_ Coughing                      \_\_\_\_\_ Sweating                      \_\_\_\_\_ Breathing Difficulty

\_\_\_\_\_ Abdominal Cramping                      \_\_\_\_\_ Loss of Consciousness                      \_\_\_\_\_ Convulsions/Seizures

\_\_\_\_\_ Nausea/Vomiting \_\_\_\_\_ Flushing of Skin                      \_\_\_\_\_ Severe Itching

\_\_\_\_\_ Rash/Hives                      \_\_\_\_\_ Swollen tongue/mouth                      \_\_\_\_\_ Dizziness

\_\_\_\_\_ Other

Has allergy testing been done?                      yes                      no

If yes, by whom? \_\_\_\_\_                      What kind of testing? \_\_\_\_\_

Is desensitization being done? \_\_\_\_\_                      Completed: \_\_\_\_\_

How soon after bite/sting/exposure has reaction occurred?

What medication does your child take? *Circle one*

Epi-pen                      Oral medication

If your child is experiencing an allergic reaction what is the name of the medication and under what circumstances is it to be given?

Does your child know how to self-administer their own Epi-pen? yes    no    not appropriate



APPROVED: August 10, 2011

