

North Shore Schools

ALLERGY ACTION PLAN

It is known that the incidence of severe allergic reactions has been rising at an alarming rate, especially allergies related to food. Any health issues in the general pediatric population, become health concerns for the school setting.

It is vital for the school district and building teams to form a partnership with parent(s)/guardian(s) to assist in the development of a comprehensive plan of care for the allergic students in our schools.

The process in developing a comprehensive plan begins with medical verification of a serious or life-threatening allergy by a student's private healthcare provider. The verification should include specific information and medical orders for management during the school day. The process continues with a cooperative exchange between parent/guardian and the school nurse to document a thorough health history. Ultimately, the school's health professional team should coordinate care and training of school personnel to handle and respond to life-threatening allergies.

To this end, North Shore Schools has adopted the following allergy action plan:

Family's Responsibilities

- Notify and communicate with the school nurse to prepare an Allergy Action Plan prior to Labor Day
- Provide the school nurse with the **FULLY** completed Allergy Action Plan form signed by the parent/guardian and health care provider (see attached)
- If a child's allergy is to food, provide a list of specific foods that the student can not be exposed to or can not eat and a list of "safe foods"
- Provide medications with an expiration date through the end of June
 - All medications **MUST** be in original manufacturers' packaging
 - Replace any used or expired medications
 - Provide separate medications to any before and/or after school sponsored programs
- Provide school nurse with written documentation of the level of student's knowledge of their allergy; strategies for avoiding exposure, symptoms, who to notify if a reaction occurs and treatment plan
- Provide school nurse with permission (form attached) to share Allergy Action Plan with appropriate school district personnel
- Review all policies/procedures with school staff and physician and child after a reaction has occurred

Note: YOU MUST TAKE RESPONSIBILITY FOR NOTIFYING NON-SCHOOL SPONSORED PROGRAMS THAT TAKE PLACE ON SCHOOL GROUNDS (Girl Scouts, Before and After School Program, etc.) REGARDING YOUR CHILD'S ALLERGIES BY PROVIDING SUCH PROGRAMS WITH THE NECESSARY INFORMATION AND MEDICATION. The school district has no jurisdiction over such programs. Contact the school nurse for help in determining which programs are school/non-school sponsored

School's Responsibilities

The school administration together with the nurse will:

- Inform all faculty and staff, at a yearly general training session, of the types of allergies that exist for students in the building. Staff will be briefed on recognizable symptoms to allergic reactions, and directed what to do in an emergency. This includes communicating when and what methods to use for notifying 911 or local fire station of an emergency.
- Require all faculty and staff who have regular, direct contact with allergic students (to include but not limited to: teacher, principal, school food service, nutrition manager, district transportation administrator) to attend a specified training session and sign an acknowledgement that they have read the Allergy Action Plan and attended training.

The school nurse will:

- Establish an Allergy Action Plan for allergic students based on a review of health records submitted by parents/guardians
- Determine personnel to be involved in developing the Allergy Action Plan
- Assist parents in identifying non-school sponsored programs which take place within the District but over which the District has no jurisdiction or responsibility. Parents will need to work with these identified groups to inform them of student's allergies and develop a plan of action.
- Discuss field trips with student's family/guardians regarding appropriate strategies for managing the allergy
- Ensure that medications are available for each allergic student; that medications are:
 - properly stored
 - have not expired
 - labeled for appropriate student's use
- Designate school personnel who are properly trained to administer medications in an emergency and communicate this information to faculty and staff
- Inform appropriate staff if the student is allowed to carry their own medications with their personal belongings
- Work with appropriate staff to ensure that:
 - required medications are taken on field trips when necessary
 - allergens in food, materials, etc. is eliminated
 - substitute folders are flagged indicating which students in class have allergies. Substitutes are required to consult with the nurse regarding those students
 - student's photo is placed on Allergy Action Plan document
- Review Allergy Action Plan with the school staff, parents/guardians and physician after a reaction has occurred to evaluate efficacy of the plan.
- Review and update Allergy Action Plan yearly

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The district transportation administrator will:

- Arrange for training of bus drivers to recognize symptoms related to allergies
- Educate bus drivers how to handle situations should an allergic reactions occur
- Enforce a no eating policy on the bus unless medically necessary

Student's Responsibilities

- Student should be educated by family/physician regarding all aspects of his/her allergy and appropriate steps to take in the event of an allergic reaction.
- Student should be responsible for proactive care and management of allergies according to age readiness and parent comfort
- Student should be present with family (if appropriate) when creating the Allergy Action Plan
- Student should:
 - not trade food/materials with others
 - not accept any materials containing allergens or eat/accept any food with unknown ingredients
 - know foods/materials containing any allergen
 - notify an adult immediately if the student comes in contact with a product that he/she believes contains allergens to which he/she are allergic
 - notify an adult if the student feels that a reaction has started or occurred