



St. Angela Merici Parish School

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St. Angela Merici School Food Allergy Policy

Adopted January 22, 2009

I. Parent Responsibilities

- A. Provide the school with up-to-date information regarding child's allergy as soon as possible.
- B. Participate in developing an Allergy Action Plan with child's doctor which is to be sent to the school nurse/health aide.
- C. Provide appropriate medical documentation and medication to the school nurse/health aide including the Allergy Action Plan and a current photo for proper identification.
- D. Communicate concerns to the school as those concerns arise.

II. Student Responsibilities

- A. Take as much responsibility as possible for avoiding allergens.
- B. Avoid trading or sharing foods.
- C. Wash hands before AND after eating.
- D. Learn to recognize symptoms of an allergic reaction.
- E. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- F. Develop a relationship with the school nurse/health aide or another trusted adult in the school to assist in identifying issues related to the management of the allergy in school.

III. Administrator Responsibilities

- A. Include in the school's Emergency Crisis Plan a written plan outlining emergency procedures for managing life-threatening allergic reactions.
- B. Support faculty, staff, and parents in implementing all aspects of the life-threatening allergy program.
- C. Provide training, education, and practice for faculty and staff in:
 1. The signs of anaphylaxis.
 2. The correct use of an epinephrine auto-injector (EpiPen).
 3. Activation of Emergency Medical Response (911).
 4. Policy and procedure review at the beginning of each school year.
 5. Complete Allergy Implementation Check List at the beginning of each school year.
- D. Provide emergency communication devices (intercom, walkie-talkie) for all school activities.
- E. Inform parent/guardian if any student experiences an allergic reaction for the first time at school. Subsequent reactions will also be reported to parents.
- F. Make sure a written contingency and back up plan is in place in case of a substitute teacher or substitute nurse/health aide. A copy of the Medical Concerns List and Emergency Quick List is in each teacher's substitute folder.
- G. Ensure that where the teachers are trained to administer an EpiPen, if needed.
- H. Place visual reminders of life-threatening allergies in the faculty workroom and cafeteria kitchen.
- I. Provide an allergy "safe" table within the cafeteria.

Our mission is to promote a safe environment where students achieve the highest standards of academic excellence and to live our Roman Catholic faith in service to others.

IV. Nurse/Health Aide Responsibilities

- A. Provide appropriate forms for parents and physicians once parental notification of life-threatening allergies has been received.
- B. Compile a Medical Emergency Quick List with photo provides to all staff members. Initiate the process of developing an Allergy Action Plan by providing and collecting the necessary paperwork.
- C. Follow and carry out Allergy Action Plan.
- D. Educate appropriate staff, paraprofessionals and volunteers on student's Allergy Action Plan.
- E. Have available all Allergy Action Plans in the clinic.
- F. Make modifications, as needed, in Allergy Action Plans of specific students.
- G. Inform parent/guardian if any student experiences an allergic reaction for the first time at school. Subsequent reactions will also be reported to parents.

V. Teacher Responsibilities

- A. Receive, read and carry out the Allergy Action Plan for students under teacher's care.
- B. Receive training and education in:
 - 1. The signs of anaphylaxis.
 - 2. The correct use of the epinephrine auto-injector (EpiPen).
 - 3. Activation of Emergency Medical Response (911).
 - 4. Policy and procedure review at the beginning of each school year.
- C. Do not question or hesitate to act if student reports signs of allergic reaction.
- D. Leave information about life-threatening allergies in an organized, prominent, and accessible format for a substitute teacher. This includes the Medical Concerns List and the Emergency Quick List.
- E. Inform classroom students about safe eating procedures within the classroom.

VI. Other

- A. Cafeteria Responsibilities:
 - 1. Communicate monthly menu
 - 2. Provide ingredient listing and number for information on ingredients if requested.
- B. Extended Day Responsibilities:
 - 1. Be consistent with the school policies and procedures regarding life-threatening allergies.
 - 2. Be provided with a list of students with life-threatening allergies.
- C. Playground Volunteer Responsibilities:
 - 1. Receive training in the signs of anaphylaxis, the correct use of the EpiPen, and policy and procedures, and activation of Emergency Medical Response (911).
 - 2. Recognize students with life-threatening allergies through the use of pictures.
 - 3. Alert the school nurse/health aide when students show signs of allergic reaction.
 - 4. Act immediately if students reactions are life threatening.