

## Students

### **Administrative Procedure – Implementing a Food Allergy Management Program**

The following procedure implements policy 7:285, *Food Allergy Management Program*, which is based upon the joint State Board of Education (ISBE) and IL. Dept. of Public Health (IDPH) publication, *Guidelines for managing Life-Threatening Food Allergies in Schools* (ISBE/IDPH Guidelines), available at:

[www.isbe.net/nutrition/pdf/food\\_allergy\\_guidelines.pdf](http://www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf) (105 ILCS 5/2-3.149(b), added by P.A. 96-349 and renumbered by P.A. 96-1000). This administrative procedure contains three sections as follows:

1. Glossary of terms
2. Food Allergy Management Program
3. Individual Food Allergy Management
  - Phase One: Identification of Students with Food Allergies
  - Phase Two: Prevention of Exposure to Known Allergens
  - Phase Three: Response to Allergic Reactions

#### Glossary of Terms

**Emergency Action Plan (EAP):** A written form that contains the student's food allergens and specific treatment steps to be taken should the student have an accidental ingestion of a food allergen. This plan is to be signed by a licensed health care provider.

**Food Allergy Management Program** – The overall process used to implement 7:285, *Food Allergy Management Program*

**Food Allergy Management Committee** - The NDSEC team created by the Executive Director to develop a Food Allergy Management Program and monitor for effectiveness.

**Individual Food Allergy Management** – The process used to manage and prevent anaphylaxis. The process identifies: (a) students with allergies, (b) procedures to prevent exposure to known allergens and (c) appropriate response to allergic reactions.

**504 Plan:** The Rehabilitation Act of 1973 Section 504 prohibits discrimination against a qualified, handicapped individual by any program that receives federal funds. Each school district has a 504 committee which will determine an individual student's eligibility. When a 504 Plan is being developed, it is based on the student's Food Allergy Emergency Action Plan (EAP) and any other documents the parents/guardians and school deem relevant. The 504 Plan is a legal document and confers the right of establishing a grievance procedure for alleged violations of the plan. The student's parents/guardians are entitled to a due process hearing, which may include administrative and/or federal court procedures, if alleged grievances cannot be resolved through the school channels.

**504 Team** – Student based team that implements the phases of the Individual Food Allergy Management in a students' 504 Plan in conjunction with the AEP.

Food Allergy Management Program

<b>Actor</b>	<b>Action</b>
Executive Director or designee	Establish a Cooperative-wide Food Allergy Management Committee. This committee should include the Certified School Nurse and designated Cooperative-level administrators
Food Allergy Management Committee	<p>Identify existing policies, procedures and exhibits which affect implementation of the program.</p> <p>Recommend, through the Executive Director, any policy changes to the School Board for consideration.</p> <p>Recommend to the Executive Director any amendments to administrative procedures.</p> <p>Educate and train all staff. The in-service must be conducted by a person with expertise in anaphylactic reaction management and include administration of medication with an auto-injector. The training should include:</p> <ul style="list-style-type: none"> <li>• How to recognize symptoms of an allergic reaction</li> <li>• Review of high-risk areas</li> <li>• Steps to take to prevent exposure to allergens</li> <li>• How to respond to an emergency</li> <li>• How to administer an epinephrine auto-injector</li> <li>• How to respond to a student with a known allergy as well as a student with a previously unknown allergy</li> </ul> <p>Provide Community Outreach.</p> <p>Monitor the Program by periodically assessing its effectiveness.</p> <p>Incorporate updated medical best practices into all areas of the program.</p>
<b>Program Coordinator</b>	<p>Inform the school community of the Program by providing the information to students and their parents/guardians.</p> <p>Add information about the Cooperative's Program to student handbooks.</p>
<b>School Board</b>	<p>Monitor 7:285, <i>Food Allergy Management</i> and make changes recommended by the Committee.</p> <p>Consider all policy changes recommended by the Executive Director to successfully implement the Program.</p>

Individual Food Allergy Management**Phase One: Identification of Students with Food Allergies**

<b>Actor</b>	<b>Action</b>
<b>Parent/ Guardian</b>	<p>Inform the Program Coordinator of the student's food allergy.</p> <p>Complete health information and medication authorization forms.</p> <p>Participate in all meetings to assess and manage the individual student health needs.</p>

<b>Program Coordinator</b>	Follow the Cooperative’s procedural safeguards for convening a meeting to assess the individual student’s allergy management needs.
<b>504 Team</b>	<p>For a student with an existing IEP or Section 504 plan, or who qualifies for one on the basis of his or food allergy determine:</p> <ol style="list-style-type: none"> <li>1. Whether the student’s food allergy requires related services to ensure the provision of a “free appropriate education” (FAPE) and</li> <li>2. Whether the student’s food allergy requires appropriate <i>reasonable accommodations</i> for the student’s disability.</li> </ol> <p>If the answer to either of the above questions is negative:</p> <ul style="list-style-type: none"> <li>• Notify the parent/guardian in writing of the reasons for the denial and the right to appeal</li> <li>• Provide any procedural safeguard notices</li> </ul> <p>If the answer to either of the above questions is positive:</p> <ul style="list-style-type: none"> <li>• Gather the appropriate health information by using the health information, medication authorization and EAP forms</li> <li>• Identify all necessary accommodations and complete a 504 Plan</li> <li>• Determine which staffing provides the identified accommodations</li> <li>• Assign responsibilities to individual staff members for providing the identified accommodations</li> <li>• Identify willing Team members trained in emergency response to respond to any allergic reactions the student may have</li> <li>• Provide the required procedural safeguard notices</li> </ul>

**Phase Two: Prevention of Exposure to known allergens**

<b>Actor</b>	<b>Action</b>
<b>Program Coordinator and Certified School Nurse</b>	<p>Convene a meeting to educate all staff members who will provide the identified 504 Plan accommodations about their responsibilities.</p> <p>Facilitate the dissemination of accurate information in the building about the student’s food allergy while respecting privacy rights.</p> <p>Provide a medical alert to the parents/guardians that does not name the student, about the importance of keeping their educational setting free of the food allergen.</p> <p>Prepare a list of answers to anticipated questions about managing the student’s health needs.</p> <p>Identify any known competing educational interests with the student’s health needs among other students attending the school.</p>

	<p>Manage identified students' competing educational interests by:</p> <ol style="list-style-type: none"> <li>1. Consult with the Board Attorney</li> <li>2. Create a method to monitor identified competing educational interests between students</li> <li>3. Respond to future unidentified competing educational interests and managing them immediately</li> <li>4. Modify any other conditions as the facts of the situation may require</li> </ol>
<b>504 Team</b>	<p>Implement and follow all identified responsibilities in the 504 Plan. Practice emergency procedures outlined in the student's EAP and be prepared to follow them.</p>
<b>Parent/Guardian</b>	<p>Parents/Guardians are their children's first teachers. It is important for Parents/Guardians to age-appropriately educate, their food allergic child as well as communicate information received from the child's doctors or other pertinent information.</p>
<b>Student</b>	<p>The student with food allergies is the most important member of the safety team. The student having age appropriate education should be able to tell what their food allergies are. It is important to make the student aware of what accommodations they are or should be receiving so that they might assist appropriately.</p>

**Phase Three: Response to Allergic Reactions**

<b>Actor</b>	<b>Action</b>
<b>504 Team</b>	Follow the student's 504 Plan and EAP
<b>All Staff</b>	Anytime an allergic reaction is suspected follow the EAP
<b>Certified School Nurse</b>	<p>Implement and follow the applicable items in the <i>Return to School After a Reaction Checklist</i> (app. B-2, p.43). If the student does not have an EAP with 504 Plan or IEP follow the process of <b>Phase One: Identification of students with Food Allergies</b>.</p>

LEGAL REF: 105 ILCS 5/2-3.149.

Implemented: 12/15/10