

Allergy Management Plan

Timothy Christian Schools

6/07/2011

Table of Contents

Statement of Purpose	3
Prevalence of food allergies.....	3
Food allergies and the law	3
Timothy Christian Schools’ commitment to a safe school environment.....	3
School Guidelines for Managing Students with Food Allergies	4
Other Types of Allergic Reactions	5
Avoidance Measures for Insect Venom/Stings Allergic Reaction	5
Avoidance Measures for Latex Allergic Reactions	5
Suggestions for Medication Allergic Reactions.....	5
Parent’s Responsibilities	6
School’s Responsibilities	8
Student’s Responsibilities	10
Teacher’s Responsibilities	11
Food Service Responsibilities.....	13
Guidelines for Peanut-Free or Tree nut-Free Classroom.....	14
Guidelines for Distribution of Food During School Hours.....	15
Field Trip Guidelines	16
Field Trip Responsibilities for Parents.....	16
Field Trip Responsibilities for Teachers	16
Field Trip Responsibilities for Chaperones.....	17
Transportation Guidelines	18
Appendix A: Sample Food Allergy Letter	19
Appendix B: Emergency Action Plan Info.....	20
Appendix C: Illinois Food Allergy Emergency Action Plan Form	21
Appendix D: Sample Allergy History Form	23
Appendix E: Constructive Classroom Rewards	24
Appendix F: Healthful Food and Beverage Options for School Function.....	27
End Notes.....	29

Statement of Purpose

Prevalence of food allergies

Approximately 3 million children in the U.S. under the age of 18 have a food allergy. Studies have indicated that 16-18% of school-age children who have food allergies have had a reaction in school.ⁱ School is a high-risk setting for accidental ingestion of a food allergen due to such factors as the large number of students, increased exposure of the food-allergic student to food allergens, and cross-contamination of tables, desks and other surfaces.

Protecting a student from exposure to offending allergens is the most important way to prevent life-threatening allergic reactions, or anaphylaxis, a medical condition that can occur in allergic individuals following exposure to their specific allergen(s). During anaphylaxis, allergic symptoms can affect multiple systems in the body and may threaten breathing and blood circulation. Anaphylaxis can be caused by medication, insect stings and latex, but the most common cause is food.ⁱⁱ

Food allergies and the law

The law is responding to the increasing number of school-age children with food allergies to protect them in their school environment. On August 13, 2009, Gov. Pat Quinn of Illinois signed into law HB281, an amendment to the School Code, which requires all Illinois school districts to create guidelines for accommodating students with food allergies. Under the new legislation, the State Board of Education, in conjunction with the Department of Public Health, must develop the guidelines and make them available to each school board. The guidelines will include education and training for school personnel who interact with students with life-threatening food allergies, procedures for responding to life-threatening allergic reactions to food, a process for the implementation of an Emergency Action Plan (EAP), and protocols to prevent exposure to food allergens. This bill recommends that each board be required to implement a policy based on the guidelines by January 1, 2011.ⁱⁱⁱ

Timothy Christian Schools' commitment to a safe school environment

There is no cure for food allergies. However, there are many things that parents, students and schools can do to prevent exposure to allergens and be prepared for the possibility of an allergic reaction in a child. Just as Timothy Christian Schools is committed to a high caliber education built on a strong Christian foundation, the school is also committed to providing a safe learning environment for all students. This document outlines the responsibilities of each party involved in what is a group effort to keep students with food allergies safe. Faculty and staff training will be addressed separately from this document.

School Guidelines for Managing Students with Food Allergies

The Food Allergy & Anaphylaxis Network (FAAN), in conjunction with the American School Food Service Association, the National Association of Elementary School Principals, the National Association of School Nurses, and the National School Boards Association, has developed school guidelines for creating a safe environment for students with food allergies. In addition, as required by HB281, the Illinois State Board of Education in conjunction with the Department of Public Health recently published Guidelines for Managing Life-threatening Food Allergies in Illinois Schools. Keeping students with food allergies safe at school requires a group effort. The guidelines that follow outline responsibilities on the part of the student, his/her parent(s), and the school, taking into consideration the age and developmental capabilities of the student and expecting the student to take increasing responsibility for their safety as their capabilities allow. The guidelines, as developed by these numerous organizations, are outlined in the following pages, with additional guidelines incorporated when appropriate to tailor them to the school environment at Timothy Christian Schools.^{iv}

Timothy Christian Schools has adopted guidelines from the aforementioned associations due to the extreme nature of an anaphylactic reaction. The Illinois State Board of Education and the Illinois Department of Public Health describe anaphylaxis:

When the symptoms are rapid in onset and severe, the medical diagnosis is anaphylaxis. With anaphylaxis there is always the risk of death. Death could be immediate or may happen two to four hours later due to a late phase reaction. The most dangerous symptoms include breathing difficulties and a drop in blood pressure leading to shock. It is imperative that following the administration of epinephrine, the student be transported by emergency medical services (EMS) to the nearest hospital emergency department even if symptoms have been resolved. A single dose from an epinephrine auto-injector may provide a 10-15 minute (or less) window of relief. A second dose of epinephrine may be required if symptoms do not lessen or if medical help does not arrive quickly. A large multicenter study recently published showed that 12 percent of children requiring epinephrine for a life-threatening reaction to food required a second dose.

Other Types of Allergic Reactions

Information and awareness procedures apply fully for students with other types of anaphylactic allergies. These include the development and implementation of an Emergency Action Plan. Specific avoidance measures will depend on the allergic condition, such as:

Avoidance Measures for Insect Venom/Stings Allergic Reaction

- Avoid wearing loose, hanging clothes, floral patterns, blue and yellow clothing, fragrances.
- Check for the presence of bees and wasps, especially nesting areas, and arrange for their removal.
- Ensure garbage is properly covered and away from play areas.
- Caution students not to throw sticks or stones at insect nests.
- If required by an EAP, allow students with life threatening insect allergies to remain indoors for recess during bee/wasp season.
- Immediately remove a student with allergy to insect venom from the room if a bee or wasp gets in.
- In case of insect stings, never slap or brush the insect off, and never pinch the stinger if the student is stung. Instead, flick the stinger out with a fingernail or credit card.

Avoidance Measures for Latex Allergic Reactions

- Inform school administrators and teachers of the presence of students with latex allergies.
- Identify areas of potential exposure and determine student risk.
- Screen instructional, cafeteria and maintenance department purchases to avoid latex products. Eating food that has been handled by latex gloves presents a high risk of a reaction.
- Do not use latex gloves or other latex products in nurse's/Designated School Personnel's (DSP) office or designated school area.
- Do not allow the use of latex balloons for celebrations in schools where a student has a latex allergy.
- When medically indicated, consider posting signs at school entry ways "Latex precautions in place here".

Suggestions for Medication Allergic Reactions

- Inform school administrators and teachers of the presence of students with medication allergies.
- Maintain current health records.
- Do not administer a medication to a student unless there is an order/request. This includes over-the-counter medications like ibuprofen or aspirin.
- Refer to school district medication policy.

Parent's Responsibilities

- Notify the school of the child's allergies.
- Work with the school team to review the Emergency Action Plan and to accommodate the child's needs throughout the school including: in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities and on the school bus. The school team would include, but not be limited to, the Elementary School Administrative Assistants, the classroom teacher, specials teachers, Impact and Discovery Center teachers, the Bus/Transportation Coordinator and bus driver and the coach or faculty sponsor of afterschool activities.
- Provide written medical documentation, instructions and medications as directed by a physician, using the Emergency Action Plan as a guide. Include a photo of the child on written form.
- Provide properly-labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - Safe and unsafe foods
 - Strategies for avoiding exposure to unsafe foods
 - Symptoms of allergic reactions
 - How and when to tell an adult they may be having an allergy-related problem
 - How to read food labels (age-appropriate)
- Review policies/procedures with the school staff, the child's physician and the child after a reaction has occurred.
- Provide emergency contact information.
- Consider providing a Medic Alert bracelet for the student.
- Work with teachers to determine safe alternatives for the student when lesson plans include the use of food.
- Communicate with Room Parents prior to special classroom activities.
- Be available to chaperone field trips or to participate in other school-related activities.
- Educate the student on the importance of hand washing before and after eating and support this habit at home.
- Following Timothy Christian's Safe School program, work with student to report teasing, bullying and threats appropriately.

If age-appropriate and if the student has been educated in the self-administration of his own epinephrine, the student may be allowed to carry and self-administer epinephrine. To comply with Illinois state law:

- The parent(s) must provide the school with written authorization for the self-administration of an epinephrine auto-injector.
- The parents must also provide the school a written statement from the student's physician, physician assistant or advanced practice registered nurse containing the following information: the name and purpose of the medication or epinephrine auto-injector; the prescribed dosage; and the time or times at which or the special circumstances under which the medication or epinephrine auto-injector is to be administered.
- The parents must sign a statement from the school acknowledging that the school is to incur no liability as a result of any injury arising from the self-administration of medication or use of an epinephrine auto-injector.

School's Responsibilities

- Be knowledgeable of and follow all applicable federal laws including: ADA, IDEA, Section 504, FERPA, and any state laws that apply.
- Familiarize yourself with the Timothy Christian Schools' Allergy Management Plan.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Identify a core team of, but not limited to: Elementary School Administrative Assistants, teacher, principal, school food service and nutrition manager/director, and counselor (if available) to work with parents and the student (age appropriate) to review the Emergency Action Plan.
- Assure that all staff who interact with the student on a regular basis can recognize food allergy symptoms, knows what to do in an emergency, and works with other school staff to limit the use of food allergens in classroom projects and as academic incentives.
- Practice the Emergency Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the Administrative Assistants to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine.
- Following Illinois state law, students should be allowed to carry their own prescribed epinephrine. If requirements to self-medicate have been met, (See "Parents Responsibilities" section) provide parents with the necessary liability statement as required by law.
- Designate school personnel who are properly trained to administer medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review Emergency Action Plan with the core team members, parents/guardians, student (age appropriate) and physician after a reaction has occurred.
- Work with the Bus/Transportation Coordinator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic child seriously. Follow Safe School procedures and rubric.
- Due to a rotating recess schedule, and the large number of teachers with whom Timothy students interact, all staff (including Specials teachers, Discovery Center teachers, Impact teacher, School Social Worker, Bus Drivers) will be instructed in food allergy basics, recognizing the symptoms of a reaction, and emergency procedures including the administration of epinephrine. Conduct and track attendance of in-service training for staff at the beginning of the school year.

- Facilitate communication between parents and food service employees to provide both parties with necessary information to make good decisions about the student's ability to eat food prepared at school.
- Provide parents with ingredient information for the food offered in PiE lunches.
- If requested by parents, identify a table in the classroom or lunchroom, or the classroom itself, to be free of specific allergen(s).
- Require hand-washing before and after snack and/or lunch time. Make hand wipes available in the classroom and lunch room in the event that hand-washing is not possible.
- When substitute teachers are scheduled, communicate that there is a student with food allergies in the class and ask the teacher to review the student's Emergency Action Plan before class.
- School social workers or guidance counselors should be available to work with families with food-allergic students. Students with food allergies are "at-risk" for eating disorders and/or teasing.
- Establish a means of communication with staff when students are outside the classroom, i.e., on the playground, in physical education, on buses, in sporting events, via communication device.

Student's Responsibilities

- Do not trade food with others.
- Do not eat anything with unknown ingredients or known to contain any allergen.
- Be proactive in the care and management of his/her food allergies and reactions based on their developmental level.
- Notify an adult immediately if they eat something they believe may contain the food to which they are allergic or if symptoms appear.
- Wash hands or use hand wipes before and after eating.
- Read ingredient labels before eating food.
- Do not board the bus if he/she is experiencing any symptoms of an allergic reaction.
- If approved by physician, parents, and administrative assistant, carry medication(s) and ensure their security at all times, or know where medication is stored and who has access to it.
- If provided by parents, wear Medic Alert bracelet at all times.
- Following Illinois state law, carry his/her own epinephrine, if age appropriate, provided that all requirements have been met (See "School's Responsibilities" and "Parent's Responsibilities" sections).

Teacher's Responsibilities

The following guidelines have been modified to accommodate teachers' use of food in lesson plans and students eating lunch at their desk.

- Familiarize yourself with the Timothy Christian Schools' Allergy Management Plan.
- Do not question or hesitate to immediately initiate an Emergency Action Plan (EAP) if a student reports symptoms or exhibits signs of an allergic reaction. Seek assistance if student has ingested, or is suspected to have ingested, a known allergen. Ensure student with a suspected allergic reaction is accompanied by an adult at all times.
- Designate a table, or the classroom, as an environment free of specific allergen(s). Allow the food allergic student to keep the same locker and desk all year to prevent accidental contamination since food is often stored in lockers and desks.
 - If the classroom will be free of an allergen, communicate in writing with the parents of the students in the class. (See Appendix A for a sample parent letter.)
 - In the case of half-day Kindergarten and Pre-school, the classroom may need to be allergen-free for both the morning and afternoon classes. Discuss this with the parents of the student with food allergies and if necessary, communicate in writing with the parents of both classes.
- Establish a means of communication in school to permit swift response.
- Wash hands at the start of the school day and before and after snack, lunch or handling food. Require students to wash hands before and after eating or handling food.
- If hand-washing facilities are not available in the classroom, make Wet Ones hand wipes available.
- Clean tables following snack. Wipe computer keyboards, musical instruments and other equipment used with a school-approved cleaner. Students clean desks following snack/lunch. If contamination of food is suspected, the adult/teacher/supervisor must wipe down the area. The student must not be required to wipe down their own area prior to contact to avoid accidental exposure to allergens.
- Communicate in advance with parents of the student with food allergies if your lesson plan requires the use of any food. Make any necessary adjustments to ensure activities use safe food choices for students, or ask parents to provide a safe alternative.
- Specials teachers will coordinate with classroom teachers when a specials class lesson plan requires the use of food. If accommodations are necessary, the specials teacher will communicate directly with the parents of the student with food allergies.
- Take threats or harassment against an allergic child seriously. Follow Safe School procedures and rubric. Avoid endangering, isolating, stigmatizing, or harassing students with food allergies. Be aware of how the student with a food allergy is being treated and enforce school rules about bullying and threats.

- Make sure that a substitute teacher has been informed that there is a student with food allergies in the classroom, and that the Emergency Action Plan and any special procedures are reviewed with the substitute prior to class.
- Prohibit trading food at school.
- Do not allow a student who inadvertently brings a restricted food to the classroom, to eat that snack in the classroom. The student will have to eat the restricted food outside the classroom or in a designated area or bring the snack home.
- Check the ingredients in pet food for any classroom pets.

Food Service Responsibilities

- Familiarize yourself with the Timothy Christian Schools' Allergy Management Plan.
- Do not hesitate to immediately initiate an Emergency Action Plan (EAP) if a student reports symptoms or exhibits signs of an allergic reaction. Seek assistance if student has ingested, or is suspected to have ingested, a known allergen. Ensure student with a suspected allergic reaction is accompanied by an adult at all times.
- Designate a table as a peanut/tree nut-free table (or other allergens, based on students' needs).
- Establish a means of communication in school to permit swift response.
- Clean tables and chairs routinely after each sitting with school district-approved cleaning agents, with special attention given to designated allergen-free eating areas. Use separate cloths for allergen safe tables.
- Meet with parent/guardian to discuss student's allergies, if requested, and which menu options would be safe for the student.
- Identify food handling practices, cleaning and sanitation practices, and responsibility of staff members to prevent cross-contamination. Training for all food service personnel about cross-contamination is part of the school's federally required food safety plan.
- Establish training about how to recognize, prevent and respond to food allergy reactions for all school food service staff and related personnel at the school.
- Avoid the use of latex gloves by food service personnel, when necessary. Order non-latex gloves instead.

Guidelines for Peanut-Free or Tree Nut-Free Classroom

If needed, the school will establish one classroom per grade to be either a peanut-free or a tree nut-free classroom. The teacher will send a letter home to the parents in the classroom outlining the rules for the classroom (See Appendix A). Parents will be asked not to send any food containing peanuts/tree nuts (as appropriate) with their child to school. The letter will include information on reading food labels and some “common culprits” to avoid. The following lists examples of tree nuts: walnut, almond, hazelnut, coconut, cashew, pistachio, Brazil nuts, pecan, macadamia, and pine nut. Please also be aware of products containing nut butter, nut oil, nut flour, nut extract, nut meal, nut meat, and nut paste.

Cross-contamination is an important issue for people with food allergies. Cross contamination happens when different foods are prepared, cooked or served using the same utensils and surfaces. When preparing and serving food, it is critical to make sure that food preparation and serving utensils are not exposed to allergens and then used for another food. Food production surface areas must be cleaned before, during and after food preparation. Examples of cross-contamination would be:

- Lifting peanut butter cookies with a spatula and then using the same spatula to lift sugar cookies.
- Using a knife to make peanut butter sandwiches, wiping the knife and then using that same knife to spread mustard on a peanut-allergic student’s cheese sandwich.

The goal in peanut/tree nut-free classrooms is to provide families with as many healthy food options as possible while still keeping students with food allergies safe. Current food labeling laws dictate how food manufacturers label a product’s ingredients, but do not require a manufacturer to label when the possibility for cross-contamination with an allergen exists.

Therefore, food brought into the classroom should not have peanuts/tree nuts in the ingredients. Food that may have the possibility of cross contamination with peanuts/tree nuts is allowed.

This means that food that has a “May contain peanuts/tree nuts” statement or other statement that the food was prepared “on shared equipment with products that contain peanuts/tree nuts” or “in a facility that processes food that contains peanuts/tree nuts” is allowed. (For example, Snyder's Pretzels do not contain nuts, but are made in a facility with nuts. These are allowed in the peanut/tree nut free room.)

Guidelines for Distribution of Food during School Hours

Throughout the school year, there will be times when it is appropriate for students to celebrate together to mark a special event or to be rewarded for an achievement or participation in a school activity. Most times, a non-food reward or celebration will be the best option. (See Appendix D: Constructive Classroom Rewards) When teachers and administrators feel that a reward or celebration should involve food, the following procedure will apply:

- The teacher will email the request to the elementary/middle school principal.
- The principal or superintendent will approve the request.
- The teacher will select from the list of approved snacks. (See Appendix E: Approved Snacks)
- The teacher will email all parents in the class stating the date the celebration will take place, what food is being distributed, and the provider of the food.

The communication step of this process is critical. Between 16-18% of all allergic reactions occur at school. Students are also at risk of having their first allergic reaction at school. In a school district in Massachusetts, the only state that tracks this data, 24% of epinephrine use was for children who had not had a previous diagnosis of food allergy. Parents need advance notice of any food being distributed at school so they can make an informed decision about whether the food is safe for their child and provide a safe alternative, if necessary.

Field Trip Guidelines

Field trips are an important way to enhance students' learning at Timothy Christian. They also pose a unique set of challenges for students with food allergies as they are outside the classroom environment. The following field trip tips were developed by FAAN and additions have been made for the Timothy Christian Schools environment.^v

Field Trip Responsibilities for Parents

- Review the Emergency Action Plan on file and update information as needed. Check the expiration dates on any medications.
- Find out where the nearest hospital is and discuss emergency procedures with the teacher.
- Keep yourself up-to-date on upcoming special events in your child's school so you and your child can be prepared.
- Be proactive in working with your child's teacher as a team to keep your child safe.
- Role-play with your child and practice what your child should do if a reaction is occurring.
- Children are often reluctant to mention that they are having symptoms of an allergic reaction for fear of creating a scene. Teach your child to be persistent. In the event of a reaction, rapid treatment is essential.
- Follow-up with the teacher following a field trip with any feedback.
- Offer to chaperone the field trip if your schedule permits.

Field Trip Responsibilities for Teachers

- Review the updated Emergency Action Plan with the parent.
- When possible, the student with allergies should be in the teacher's group for the field trip.
- If the student with allergies is not able to be supervised by the teacher, the teacher will brief the chaperone that will be supervising the student during the event or trip. Identify the food-allergic student, discuss what foods must be avoided, explain the symptoms of an allergic reaction, train them on the administration of medication, and review the Emergency Action Plan.
- The chaperone supervising the student with allergies will carry the medication at all times during the field trip. If the student's parent is present for the field trip, the parent is responsible for carrying the medication and taking precautions to keep the student safe during the field trip.
- Any precautions in place in the classroom during lunch or snack time (i.e., peanut-free table) will be provided during the field trip. Parents of other students in the group with the student with food allergies should be notified prior to the field trip if any allergens need to be avoided in lunches or snacks brought on the field trip.
- The teacher or chaperone will carry wipes so that tables and students' hands, if hand washing facilities are not available, can be cleaned before and after eating.

- Unless pre-approved by parent, the student with food allergies should only consume food sent from home during the field trip.
- Carry a cell phone to place emergency calls, if necessary. Make certain that the chaperone supervising the student with allergies has a cell phone.
- Take all complaints seriously. If a food-allergic student notifies the staff that he or she is not feeling well, compare the symptoms with those listed on that student's Emergency Action Plan. If the student is having an allergic reaction, activate emergency procedures immediately. Remember, if epinephrine is administered, but not needed, the student may experience increased heart rate and nervousness. If epinephrine is needed, but not administered, the student may experience a severe or fatal allergic reaction.
- Invite parents of food-allergic student to accompany their child on the field trip, in addition to the chaperone(s). The parent's presence at a field trip is not required but should certainly be welcomed.

Field Trip Responsibilities for Chaperones

- Facilitate washing of hands before snack/lunch.
- Clean the tables before eating.
- Ensure that a student with a food allergy only eats food supplied by parent/guardian.
- Carry a communication device to be used in an emergency situation.
- Review the student's Emergency Action Plan.
- Carry and administer emergency medicine (antihistamine, epinephrine auto-injector) as outlined in EAP.

Transportation Guidelines

- Require bus drivers to attend training to include food allergy basics, recognizing the symptoms of a reaction, and emergency procedures including the administration of epinephrine. Review and prepare for implementation of Emergency Action Plan (EAP) for students on their specific routes.
- Provide each school bus driver with the EAP for every student with food allergies on his/her assigned route.
- Initiate school guidelines for students having an allergic reaction. A student with a suspected allergic reaction, already in progress, must not board the bus.
- Maintain policy of no food consumption allowed on school buses, unless medically necessary.
- Do not leave a student having a suspected allergic reaction alone. Call 911 if needed.
- Provide functioning emergency communication device (i.e., cell phone, two-way radio, walkie-talkie or similar).
- Ensure careful attention to cleaning bus surfaces, including seats and handrails.

Appendix A: Sample Food Allergy Letter

Dear Parents,

One/several of the children in your child's class has a life-threatening allergy to _____. We need your help to provide the safest environment for this child/these children. This is especially important as students eat lunch at their desks in the classroom and share resources, and allergens can be passed unintentionally if food gets on students' hands or shared resources or surfaces. Simple processes such as hand-washing and cleaning desks after eating will be in place in all classrooms to promote good health and in your child's classroom, these processes will help keep students with food allergies safe.

You can help by please following these procedures:

- Do not send any _____ or products containing _____ to school. Ingredient labels are easy to read because manufacturers are required to list the presence of a major food allergen in at least one of the following ways:
 - In plain language in the ingredient list, for example: **milk, egg or soy**;
 - In parentheses, following the food protein derivative, for example: **casein (milk)**;
 - Below the ingredient list in a "contains" statement, for example: **Contains: milk, wheat.**
 - This does not include foods that have a statement about the possible cross-contamination with _____. These statements would appear after the ingredient list and include language such as "may contain", "manufactured on shared equipment with other products that contain _____", or "manufactured in a facility that also processes _____".
- Do not send containers that have contained nuts, such as washed out peanut butter jars, to school.
- If your child has eaten _____ prior to coming to school in the morning, please have your child wash his or her hands. It is important that _____ residue is not on a child's hands when they handle common school books and equipment.
- In lieu of peanut butter, "Sunbutter" (sunflower seed spread) or soy nut butter are safe alternatives that are readily available in local grocery stores.
- Please be careful to check products such as "Lunchables" that contain multiple items, and other "common culprits" such as granola bars, trail mix, and snack/meal bars.
- Please remind your child not to share or exchange any foods with other students at school.
- If your child rides the bus, remind them that there is a "no eating on the bus" policy.

Thank you for your help and cooperation. If you have any questions, please don't hesitate to contact me.

Sincerely,
Classroom Teacher

Appendix B: Emergency Action Plan

The form on the following pages is the Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form. It must be completed by a license health care provider and it requires the signature from the parent/guardian of the student with food allergies.

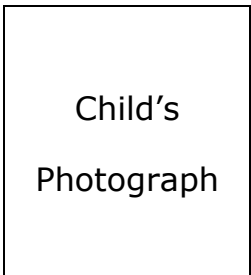
This form provides a variety of information, including:

- Student's personal information and photo
- Treatment for a food-allergic reaction
- Emergency contact information
- Permission to carry
- Permission to self-administer epinephrine auto-injector
- A license physician's medication authorization and dosing requirements
- Parent's consent for the school to administer medication
- Documentation recommendations
- Location of medication
- A list of staff members trained on the administration of epinephrine
- Additional resources

This sample form may be found on Illinois State Board of Education Web site (<http://www.isbe.net>).

This information should be shared with the appropriate school personnel and as deemed necessary by the school boards' policy for sharing health care information.

ILLINOIS FOOD ALLERGY EMERGENCY ACTION PLAN AND TREATMENT AUTHORIZATION



NAME: _____ D.O.B.: ____/____/____

TEACHER: _____ GRADE: _____

ALLERGY TO: _____

Asthma: Yes (higher risk for severe reaction) No

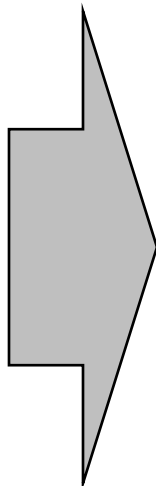
Weight: _____ lbs.

ANY SEVERE SYMPTOMS AFTER SUSPECTED INGESTION:

LUNG: Short of breath, wheeze, repetitive cough
 HEART: Pale, blue, faint, weak pulse, dizzy, confused
 THROAT: Tight, hoarse, trouble breathing/swallowing
 MOUTH: Obstructive swelling (tongue)
 SKIN: Many hives over body

Or **combination** of symptoms from different body areas.

SKIN: Hives, itchy rashes, swelling
 GUT: Vomiting, crampy pain



INJECT EPINEPHRINE IMMEDIATELY

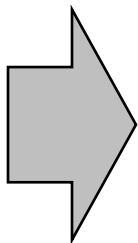
- Call 911
- Begin monitoring (see below)
- Additional medications:
- Antihistamine
- Inhaler if asthma

*Inhalers and antihistamines are not to be depended upon to treat a severe reaction (anaphylaxis) → Use Epinephrine

**When in doubt, use epinephrine. Symptoms can rapidly become more

MILD SYMPTOMS ONLY

Mouth : Itchy mouth
 Skin: A few hives around mouth/face, mild itch
 Gut: Mild nausea/discomfort



GIVE ANTIHISTAMINE

- Stay with child, alert health care professionals and parent/guardian.

IF SYMPTOMS PROGRESS (see above), INJECT EPINEPHRINE

- If checked, give epinephrine for **ANY** symptoms if the allergen was likely eaten.
- If checked, give epinephrine before symptoms if the allergen was definitely eaten.

MEDICATIONS/DOSES

EPINEPHRINE (BRAND AND DOSE): _____

ANTIHISTAMINE (BRAND AND DOSE): _____

Other (i.e., inhaler-bronchodilator if asthma): _____

MONITORING: Stay with the child. Tell rescue squad epinephrine was given. A second dose of epinephrine can be given a few minutes or more after the first if symptoms persist or recur. For a severe reaction, consider keeping child lying on back with legs raised. Treat child even if parents cannot be reached.

- Student may self-carry epinephrine
- Student may self-administer epinephrine

CONTACTS: Call 911 **Rescue squad:** (_____) _____

Parent/Guardian: _____ Ph:(_____) _____

Name/Relationship: _____ Ph:(_____) _____

Name/Relationship: _____ Ph:(_____) _____

Licensed Healthcare Provider signature: _____ Ph: _____ Date: _____

I hereby authorize the school staff members to take whatever action in their judgment may be necessary in supplying emergency medical services consistent with this plan, including the administration of medication to my child. I understand that the Local Governmental and Governmental Employees Tort Immunity Act protects staff members from liability arising from actions consistent with this plan. I also hereby authorize the school staff members to disclose my child's protected health information to chaperones and other non-employee volunteers at the school or at school events and field trips to the extent necessary for the protection, prevention of an allergic reaction, or emergency treatment of my child and for the implementation of this plan.

Parent/Guardian Signature: _____ Date: _____

DOCUMENTATION

- Gather accurate information about the reaction, including who assisted in the medical intervention and who witnessed the event.
- Save food eaten before the reaction, place in a plastic zipper bag (i.e. Ziploc bag) and freeze for analysis.
- If food was provided by school cafeteria, review food labels with head cook.
- Follow up:
 - Review facts about the reaction with the student and parents and provide the facts to those who witnessed the reaction or are involved with the student, on a need-to-know basis. Explanations will be age-appropriate.
 - Amend the Emergency Action (EAP), Individual Health Care Plan (IHCP) and/or 504 Plan as needed.
 - Specify any changes to prevent another reaction.

TRAINED STAFF MEMBERS

Name: _____ Room: _____

Name: _____ Room: _____

Name: _____ Room: _____

LOCATION OF MEDICATION Student to carry Elementary/Middle School Office/Designated Area for Medication Other: _____**ADDITIONAL RESOURCES****American Academy of Allergy, Asthma and Immunology (AAAAI)**

414-272-6071

<http://www.aaaai.org>http://www.aaaai.org/patients/resources/fact_sheets/food_allergy.pdfhttp://aaaai.org/members/allied_health/tool_kit/ppt/**Children's Memorial Hospital**

773-KIDS-DOC

<http://www.childrensmemorial.org>**Food Allergy Initiative (FAI)**

212-207-1974

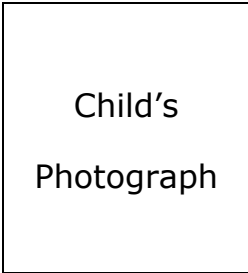
<http://www.faiusa.org>**Food Allergy and Anaphylaxis Network (FAAN)**

800-929-4040

<http://www.foodallergy.org>

This document is based on input from medical professionals including Physicians, APNs, RNs and certified school nurses. It is meant to be useful for anyone with any level of training in dealing with a food allergy reaction.

Appendix D: Sample Allergy History Form



Allergy History Form

(Return to TCS Office)

Parent/Guardian of: _____ Date: _____

According to your child's health records, he/she has an allergy to: _____

Please provide us with more information about your child's health needs by responding to the following questions and returning this form to the school office.

- 1) When and how did you first become aware of the allergy?

- 2) When was the last time your child had a reaction?

- 3) Please describe the signs and symptoms of the reaction.

- 4) What medical treatment was provided and by whom?

- 5) If medication is required while your child is at school, a Medication Authorization Physician Request form must be completed by a licensed medical provider and parent/guardian.

Parent or Guardian: _____ Date: _____

Print Name: _____

Appendix E: Constructive Classroom Rewards

Social Rewards

“Social Rewards,” which involve attention, praise, or thanks, are often more highly valued by children than a toy or food. Simple gestures like pats on the shoulder, verbal praise (including in front of others), nods, or smiles can mean a lot. These types of social rewards affirm a child’s worth as a person.

Recognition

- Trophy, plaque, ribbon, or certificate or a sticker with an affirming message (e.g., “Great job”)
- Recognizing a child’s achievement on the morning announcements or the school’s website
- A photo recognition board in a prominent location in the school
- A phone call, email, or letter sent home to family commending a child’s accomplishment
- A note from the teacher to the student commending his or her achievement

Privileges

- Going first
- Choosing a class activity
- Helping the teacher
- Having an extra few minutes of recess with a friend
- Sitting by friends or in a special seat next to or at the teacher’s desk
- “No homework” pass
- Teaching the class
- Playing an educational computer or other game
- Reading to a younger class
- Making deliveries to the office
- Reading the school-wide morning announcements
- Helping in another classroom

Rewards for a class

- Extra recess
- Eating lunch outdoors
- Going to the lunchroom first
- Reading outdoors
- Holding class outdoors
- Extra art, music, PE, or reading time
- Listening to music while working
- Dancing to music

School supplies

- Pencils, pens
- Erasers
- Notepads/notebooks
- Boxes of crayons
- Stencils
- Stamps
- Rulers
- Glitter
- Plastic scissors
- Bookmarks
- Highlighters
- Chalk (e.g., sidewalk chalk)
- Markers
- Coloring books
- Pencil sharpeners, grips, or boxes
- Gift certificate to the school store

Sports equipment and athletic gear

- Paddleballs
- Frisbees
- Water bottles
- NERF balls
- Hula hoop
- Head and wrist sweat bands
- Jump rope

Toys/trinkets

- Stickers
- Yo-yos
- Rubber balls
- Finger puppets
- Stuffed animals
- Plastic or rubber figurines
- Toy cars, trucks, or airplanes
- Puzzle games
- Slinkies
- Gliders
- Magnifying glasses
- Spinning tops
- Marbles
- Jacks
- Playing cards
- Stretchy animals
- Silly putty
- Bubble fluid with wand
- Capsules that become figures when placed in water
- Inflatable toys (balls, animals)
- Small dolls or action figures

Fashion wear

- Temporary tattoos
- Hair accessories
- Bracelets, rings, necklaces
- Sunglasses
- Shoe laces
- Eyeglasses with nose disguise
- Hat or cap
- T-shirt
- Sneaker bumper stickers

Miscellaneous

- Key chains
- Flashlights
- Cups
- Magnets
- Backscratchers
- A plant, or seeds and pot for growing a plant
- Books
- Crazy straws

A token or point system, whereby children earn points that accumulate toward a bigger prize. Possible prizes include those listed above and:

- Gift certificate to a bookstore or sporting goods store
- Movie pass or rental gift certificate
- Ticket to sporting event
- Puzzle
- Book
- Step counter (pedometer)
- Sports equipment, such as tennis racket, baseball glove, soccer ball, or basketball
- Stuffed animal
- Magazine subscription
- Board game

Children can be given fake money, tokens, stars, or a chart can be used to keep track of the points they have earned. Points can be exchanged for privileges or prizes when enough are accumulated. A point system also may be used for an entire class to earn a reward. Whenever individual children have done well, points can be added to the entire class's "account." When the class has earned a target number of points, then they receive a group reward.

Appendix F: Healthful Food and Beverage Options for School Functions

At any school function during school hours of 8:00 a.m. to 3:00 p.m. (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student wellness. Examples of nutritious foods and beverages that are consistent with the Dietary Guidelines for Americans are listed below. All food preparation needs to be commercially prepared and packaged (i.e. – Carrot sticks may not be prepared at home, but purchased as a veggie platter, etc.).

- Raw vegetable sticks/slices (commercially prepared)
- Fresh fruit or fruit salad (either whole pieces or commercially sliced/prewashed)
- Frozen 100% juice fruit pops
- Dried fruits with no added sugar – raisins, apricots, cranberries, etc.
- Single serving applesauce or canned fruit in juice
- Lean meats and reduced fat cheese sandwiches
- Rold Gold Pretzels* or crackers (Ritz*, Triscuits*, Wheat Thins*, Honey Maid Graham*, Teddy Grahams* are allergy conscious brands as well as trans-fat free)
- Popcorn
- Tortilla chips with salsa
- Yogurt with no added sugars or artificial sweeteners
- Milk or milk products (string cheese, cheese cubes, cottage cheese) made with real cheese

**Low-fat products should only be ones that are not produced with added sugars, artificial sweeteners, or added chemicals.

This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices. Not all food and beverage items on this list will necessarily meet district nutrient standards listed as products vary in sugar, fat and calorie content from brand to brand. However, all of the items in the list are believed to be consistent with the intent of the wellness policy to promote student health and reduce childhood obesity.

****Manufacturers can change ingredients and practices at any time, without notice. AT ALL TIMES, LABELS MUST BE READ to check both ingredients and statements regarding cross-contamination (i.e., "may contain" statements) before a student with food allergies consumes a product. Following these "Guidelines for Distribution of Food during School Hours", the teacher must communicate to all parents in the classroom in advance when any food is to be distributed to students. This communication must include the specific food and manufacturer and the date that the food will be distributed so that parents can make an informed decision about whether the food is safe for their student or provide a safe alternative.***

Trans-fat Free Suppliers of Baked Goods for Christmas Parties (but not limited to):

- Mrs. Scherer's Frozen Cookie Dough treats: mrsschererscookiedough@gmail.com
- Chow's/Elmhurst: (630) 530-8646
- Julianne's Bakery/Elmhurst, Spring Road: (630) 832-2289
- Cookies Fresco/Elmhurst: (630) 359-4500
- Trader Joe's
- Starbuck's
- Whole Foods

Dominick's, Jewel, and Costco bakery items usually have hydrogenated oils/trans-fats (shortening or margarine) in the baked goods. Other suppliers may have trans-fat free options, but please read the ingredient list to determine if they are trans-fat free. **Oreo** and **Back to Nature** boxed cookies, for example, are also good options that are also allergy conscious because they have many nut-free varieties.

Preferred Pizza Provider

Mama Maria's Pizzeria: (630) 832-0555 (will deliver!)

Recommended Beverages

- 100% fruit or vegetable juice
- Milk
- Water, not flavored
- Lemonade – with no added artificial sweeteners or flavors (no aspartame/Nutrasweet/Equal, sucralose/Splenda, saccharin/Sweet'N Low)

ⁱ <http://www.foodallergy.org/section/for-school-professionals-educators>

ⁱⁱ <http://www.faiusa.org/?page=anapylaxis>

ⁱⁱⁱ http://www.faiusa.org/?page=Illinois_Food_Allergy_Bill_Signed_into_Law

^{iv} <http://www.foodallergy.org/page/school-guidelines-for-managing-students-with-food-allergies>

^v <http://www.foodallergy.org/page/field-trip-tips>