

## MANAGEMENT OF LIFE-THREATENING ALLERGIES

### I. Identification of Pupils at Risk

#### A. Family Responsibilities

1. Annually notify child's teacher and principal of the child's allergies in writing.
2. Provide emergency contact information, including the name, phone number and address of the treating physician.
3. Provide written medical documentation, instructions, and medications as directed by a physician. Include a photo of the child with the instructions.
4. Provide properly labeled medications and replace medications after use or upon expiration.

#### B. School Responsibilities

1. Review the health records submitted by parents and physicians.
2. Identify a core team of, but not limited to, health clerk, teacher, principal, school food service and nutrition manager/director, and counselor to work with parents and the pupil (age appropriate) to establish a prevention plan.
3. Assure that all staff who interact with the pupil on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic pupil's meals, educational tools, arts and crafts projects, or incentives.
4. Be knowledgeable about and follow applicable federal laws including ADA (Americans with Disabilities Act), IDEA (Individual Disability Education Act), Section 504, and FERPA (Family Education Rights and Privacy Act) and any state laws or District policies that apply.
5. A Confidential Medical Problems List is compiled annually from information supplied by parents on the pupil emergency cards. This list is distributed to all appropriate school site staff.
6. Pupil emergency cards are to be coded to identify specific allergies by affixing *Medical Alert* tabs. These tabs indicate the pupil has one or more medical condition that may require emergency response by staff.

#### C. Pupil Responsibilities

1. Wear a MedicAlert bracelet that states his/her allergy/ies and the location of his/her auto-injectors (EpiPen) or other emergency medication(s).

## II. Treatment Protocol

### A. Family Responsibilities

1. Work with the school team to develop a plan that accommodates the pupil's needs throughout the school including in the classroom, the cafeteria, after-school childcare programs, during school-sponsored activities, and on school-sponsored transportation vehicles.
2. Review policies/procedures with the school staff, the pupil's physician, and the pupil (age appropriate) after a reaction has occurred.

### B. School Responsibilities

1. Coordinate with the health clerk 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. Medications should be kept in an easily accessible secure location central to designated school personnel, not in locked cupboards or drawers.
2. Designate school personnel who are properly trained to administer medications in accordance with District policy and administration regulation 5532. All school staff should be made aware of which staff members are EpiPen trained.
3. 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 locations.
4. Review policies/prevention plan with the core team members, parents/guardians, pupil (age appropriate), and physician after a reaction has occurred.
5. Work with the District transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs. It will be the responsibility of the District transportation administrator to ensure that contract transportation providers have similar training and know what to do if a reaction occurs.
6. Do not presume that pupils will self-administer their auto-injector. The individual might not be able to while having a reaction.
7. The EpiPen should accompany the pupil when participating in field trips and performances/athletic events away from the home school where medications and auto-injectors are stored. If the location is remote, it is recommended the organizer of the trip carry a cell phone as well. If an EpiPen is administered 911 must be called as well.

- C. Pupil Responsibilities
1. Notify an adult immediately if they eat something or come in contact with a known allergen (e.g. insect bite or latex gloves) they believe may contain the food to which they are allergic or other cause for a possible reaction.
  2. Carry at least one EpiPen with them at all times (age appropriate) and have back-ups available in the school.

**III. Allergen Awareness/Avoidance**

A. Parent Responsibilities

1. Educate the pupil in the self-management of their allergy (e.g. food, medications, insects, latex) 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 and ingredient lists (age appropriate)

B. School Responsibilities

1. Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or District policies that apply.
2. Include food/other-allergic pupils in school activities. Pupils should not be excluded from school activities solely based on the food/other allergy.
3. Exercise special care to support food/other- allergic pupils by having parents/guardians consult with the teacher before supplying food or craft supplies to the classroom.
4. District staff will work with parents/guardians to accommodate the needs of the allergic/anaphylactic pupil on an individual basis to diminish the risk of accidental exposure to his/her specific allergen(s). This will be done in accordance with District rules and regulations regarding confidentiality.
5. Discuss field trips with the family of the food/other-allergic pupil to decide appropriate strategies for managing the allergy.
6. Follow federal/state/District laws and regulations regarding sharing medical information about the pupil.
7. Take threats or harassment against an allergic pupil seriously.

C. Pupil Responsibilities

1. Never trade or share food, utensils or containers with others.

2. Never eat anything with unknown ingredients or known to contain any allergen.
3. Place food on a napkin or wax paper rather than in direct contact with a desk or table.
4. Be proactive in the care and management of their food allergies and other reactions based on the pupil's developmental level.
5. Only eat food that has been brought from home unless it is packaged, clearly labeled and approved by their parents.
6. Wash hands before eating.
7. Non-allergic students should be instructed to wash their hands after eating something that could be dangerous to classmates.

#### **IV. Training**

- A. Allergy awareness training shall be provided for appropriate staff annually. This may include teachers and certificated support staff, site classified staff (including Child Nutrition Services) and administrators. This training should include a demonstration on the use of the EpiPen. (auto-injector).
  1. Such training shall be designed and provided under the direction of the Pupil Services department.
- B. Substitute teachers should be trained on the use of the EpiPen and be informed of the allergic/anaphylactic pupils under their supervision. The treatment protocols for those pupils should be readily available in the classroom for the information of the substitute teacher.
- C. Classmates and community awareness training will be planned and provided annually.

#### Legal Reference

##### EDUCATION CODE

- 49403 *Cooperation in Control of communicable Disease and Immunization of Pupils*  
49423 *Administration of Prescribed Medication to Pupil*  
49423.5 *Specialized Physical Health Care Services*  
49423.6 *Medication; Administration in Public Schools*

##### CALIFORNIA CODE OF REGULATIONS, TITLE 8

- 5193 *Bloodborne Pathogens*

ADOPTED: 11/18/03

BOARD OF TRUSTEES  
PLEASANTON UNIFIED SCHOOL DISTRICT  
PLEASANTON, CALIFORNIA