

PENN-TRAFFORD
SCHOOL
DISTRICT

ADMINISTRATIVE
REGULATION

FOOD ALLERGIES

During the first week of school, an Emergency Care Card (ECC) will be distributed to ALL students. If the ECC indicates that the student has a food allergy, the school nurse will obtain a completed Food Allergy Management Plan (FAM) and a Food Allergy Action Plan (FAAP) from the parent/guardian.

The school nurse will arrange for a food allergy alert symbol to be represented in the student's Power School Information.

If a parent/guardian has a child with a completed FAM and FAAP and s/he chooses to have an additional formal, written, individualized response plan on file at the school, the parent/guardian must submit a signed written request to the building principal. The principal will then contact the school nurse and oversee the creation of the plan.

Monitoring Of Food Allergy Plans

1. The school nurse and building principal will be responsible for monitoring the implementation of student food allergy plans.
2. The school nurse will revisit individualized plans for appropriate updates and revisions as necessary – at least one (1) time per year.
3. Concerns related to revisions in the food allergy plan will be brought to the attention of the building principal, who will advise the school nurse regarding appropriate action.
4. The school nurse will audit the inventory of necessary food allergy plan supplies such as epi-pens and medications on a monthly basis.

Staff Training

1. The school nurse will conduct necessary food allergy plan awareness training. The parent/guardian of a student with food allergies may participate in the training of staff when the parent/guardian, nurse and principal deem it to be necessary.

The school nurse will document attendance of all participants at all training sessions using a "sign-in" sheet.

2. Training should include appropriate teachers, cafeteria staff, bus drivers, principal, itinerant staff and any other staff who have direct involvement with the student in need.

3. During the training session, the school nurse will also provide staff with any materials they need in order to implement the plan.

Food Selection Plans – Elementary School Classroom Parties/Events During School Hours

All food items served at school parties and events will be purchased through Nutrition Inc. according to the Healthy Foods Snack List, in coordination with the district's Health and Wellness Policy and the policy and procedures governing food allergies and food allergy plans for students.

NOTE: Food items that are not included on the Healthy Foods Snack List and are not purchased through Nutrition Inc. will not be permitted to be distributed at elementary schools during the school day.

Food Selection Plans – Middle/High School Events Involving Food Items During School Hours

All food items served at the middle school or high school for any function that occurs during the normal school day (7:55-2:55 @ middle schools and 7:30-2:30 at high school) must be approved by the building principal. Staff involved in overseeing student functions that include food items as part of an activity or event that occurs during the normal school hours must have food items pre-approved by the building principal using the Secondary School Food Allergy Approval Sign-Off Sheet.

Communication Of Allergy Plan/Allergy Awareness

1. The Assistant to the Superintendent will provide a copy of the district's policy and procedures governing food allergies and food allergy plans for students to building principals, nurses and teachers.
2. A copy of the policy and procedures will be shared on the PTSD website.
3. A link to the Food Allergy Network web page will be provided on the PTSD web page.
4. A copy of the Healthy Foods Snack List will be displayed on the PTSD website and provided in all elementary school handbooks.
5. The building principal, in coordination with the Assistant to the Superintendent, will assure that information regarding the policy and procedures is shared in the student handbook.
6. The Assistant to the Superintendent will assure that the policy and procedures is shared in the August edition of "The Prospectus."

DIFFERENTIATED SCHOOL PLAN

(This plan is to be implemented in school where one (1) or more students have been identified with a food allergy and are using a FAM and FAAP)

Alert And Signs

1. The school nurse will assure that food allergy alert signs are placed outside elementary school classroom doors of students who have severe allergies and attend an elementary school in the district. (NOTE: The student's name should not be publicly identified on the sign.)
2. The school nurse will arrange for a food allergy alert symbol to be included in the student's Power School information.
3. The building principal and school nurse will alert Nutrition Inc., all cafeteria and appropriate staff members when an individual student has a food allergy condition. They will also provide the same staff with appropriate procedures that need to be followed in order to meet the needs of the student.
4. Teachers of all identified students will be notified by the school nurse and building principal regarding the needs of specific students who have food allergy conditions.

Nut Allergies

1. No nut products are to be used in any Consumer Science classes; the school nurse will send notice to the Consumer Science teacher and building principal.
2. No nut products will be used by Nutrition Inc. for lunches; the school nurse and building principal will contact Nutrition Inc.
3. Hand wipes/cafeteria wipes will be used and the recess and lunch schedules will be reviewed to determine if revisions to the school's general schedule are required; the building principal will make arrangements with the cafeteria staff.
4. If other adjustments are required, a plan should be created and shared with appropriate staff by the school nurse and building principal.

Other Allergies

1. Consumer Science classes, classroom teachers and Nutrition Inc. will take appropriate measures as directed by the school nurse and building principal.

Food Allergy Policy/Procedures – Document/Form List

- **Emergency Care Card (ECC)**
 - Distributed to all students
 - On file in the nurse's office
- **Food Allergy Management Plan & Food Allergy Action Plans**
 - Distributed to all students who indicate they have a food allergy on the ECC
 - On file in Nurse's office
- **Healthy Food Snack List**
 - On district web site
 - Located in all buildings
 - Sent home with all elementary students on first "Take Home Tuesday"
- **Student Healthy Snack Order Form**
 - On district web site
 - Located in all buildings
 - Sent home with all elementary students on first "Take Home Tuesday"
- **Secondary School Food Item Approval Form**
 - Located in all middle and high school offices