

Holbrook Public Schools

**POLICY AND PROCEDURE FOR MANAGEMENT OF LIFE THREATENING ALLERGIES
(LTAS)**

I. Background

A potentially life-threatening allergic reaction, called anaphylaxis, can be triggered by exposure to one or more allergens, including foods, insect stings, drugs, and latex products. Anaphylaxis can affect multiple areas of the body (such as skin, respiratory tract, gastrointestinal tract and the cardiovascular system). Symptoms can include severe headache; nausea and vomiting; sneezing and coughing; hives; swelling of the lips, tongue and throat; itching all over the body; and anxiety. The most dangerous symptoms include difficulty breathing, a drop in blood pressure, and shock - all of which can be fatal.

II. Purpose

In order to minimize the incidence of life threatening allergic reactions, the Holbrook Public Schools will begin and maintain a system-wide procedure for addressing life threatening allergic reactions. Any student who has an allergy will have documentation from the student's parent/guardian and/or physician noting allergy and plan of care.

III. Procedure

Holbrook Public Schools will provide:

- Training and education for all Holbrook Public Schools employees.
- Maintain a plan, in conjunction with student's parent/guardian and physician.
- Encourage parents/guardians participation in the implementation of this policy.

EMPLOYEE TRAINING AND EDUCATION

- Will be provided to all school employees (including bus drivers, food staff, paraprofessionals, custodians).
- Initial employee training and education will include being able to:
 1. Describe student and an explanation of allergy.
 2. Explain signs and symptoms of anaphylaxis.
 3. Learn the correct use of an Epi-pen auto-injector.
 4. Locate emergency Epi-pen.
 5. Activate Emergency Medical Response Team, dial 911.

CLASSROOMS

- Teachers must be familiar with plan of students in their classes and respond to emergencies as per the emergency protocol.
- In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.
- The classroom will have communication with the school nurse by such means as functioning telephone or cell phone.
- Information about students' food allergies will be kept in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.
- Tables will be washed with soap and water following any food related events held in the classroom.
- Sharing or trading food or utensils in the class will be prohibited.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

SCHOOL FIELD TRIPS

The school nurse will recommend to the administration the appropriateness of each field trip and consideration of safety of the student with life-threatening allergies.

- Protocols for field trips will include timely notification to the nurse. Medications, including an Epi-pen, and names of any students with allergies will be given to teacher prior to field trip.
- A cell phone or other communication device must be available on the trip for emergency calls.
- Parents of a student at risk for anaphylaxis will be invited to accompany their child on school trips and will be first choice for chaperones.
- In the absence of accompanying parents/guardian or nurse, another individual must be trained and assigned the task of watching out for the student's welfare and for handling any emergency. The adult carrying the Epi-Pen will be identified and introduced to the student as well as the other chaperones.

SCHOOL BUS

- Eating food is prohibited on school buses.
- School bus drivers will be trained by appropriate personnel in risk reduction procedures, recognition of allergic reaction and implementation of bus emergency plan procedures.
- If a situation arises, the bus driver will go directly to Fire or Police department if able. If unable, Bus Driver will dispatch to 911, pull bus over, secure and stay with student until Emergency Staff arrives.
- School bus drivers will be provided with a list of all students on his/her bus with allergies.
- The school bus must have a cell phone or other means of communication for emergency calls.

PHYSICAL EDUCATION AND RECESS

- In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.
- Teachers and staff responsible for physical education or recess will be trained by appropriate personnel to recognize and respond to exercise-induced anaphylaxis, as well as anaphylaxis caused by other allergens.
- Staff in the gym, playground and other sites used for recess will have a cell phone or similar communication device for emergency communication.

AFTER SCHOOL ACTIVITIES

- After school activities sponsored by the school must be consistent with school policies and procedures regarding life-threatening allergies.
- The school nurse will identify who is responsible for keeping an Epi-Pen during sporting events.
- The coach or adult staff member in charge will be provided with a list of students who have life-threatening allergies.
- The staff member in charge (or his/her designee) will locate a current Epi-Pen in the nurse's office.

FOOD SERVICE/DINING ROOM

- Have knowledge of: menus, a la carte items; vending machines; recipes; food products and ingredients; food handling practices; cleaning and sanitation practices; and responsibility of various staff (or additional contract employees at individual school) in relation to life threatening allergies.
- Establish communications and training for all school food service staff and related personnel at the student's school.
- Maintain contact information with vendors and purveyors to access food content information.
- Maintain "nut-free" tables for those with peanut/nut allergies and those students must sit there during lunch. **No** student with peanut/nut foods will be allowed to sit at this designated table.
- The tables will be cleaned with soap and water separate from that of cleaning of other tables. The table will be clearly identified and cleaned by staff.

EMPLOYEES

- In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.
- The attached letter (JLCDA-E) will be used if a classroom has a student with a life-threatening allergy:

STRICT AVOIDANCE IS KEY

Holbrook Public Schools cannot ensure an allergen-free environment for all students will allergies, but will attempt to minimize each student's risk to an adverse allergic reaction. There is no cure for anaphylaxis, so we must minimize the most common triggers. The most common triggers are the following.

- **Foods** - Any food can trigger an allergic reaction, but the most common are: peanuts, nuts from trees (e.g., walnut, cashew, and Brazil nut), shellfish, fish, milk and eggs. It is important to talk to cafeteria staff and students with allergies about what foods to avoid and not to trade food with other children.
- **Stinging Insects** - Venom of stinging insects such as yellow jackets, honeybees, paper wasps, hornets and fire ants can cause severe and deadly reactions. Recess exposes children to stinging insects. Teach students with allergies where they are commonly located and how to avoid them.
- **Medications** - Any medication can trigger a reaction, but the most common drugs that cause anaphylaxis are antibiotics and anti-seizure medications. The school nurse should have epinephrine available in case of a severe reaction.

