



Washoe County School District

Every Child, By Name And Face, To Graduation

Management of Students with Food Anaphylaxis - Procedural Manual

www.washoeschools.net

775.348.0200

425 East Ninth Street

Reno, NV 89512

Non-Discrimination Statement: The Washoe County School District is committed to nondiscrimination on the basis of race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran's status in educational programs or activities, and employment as required by applicable federal and state laws and regulations. No District employee, including, without limitation, administrators, faculty, or other staff members, nor students shall engage in acts of bullying, harassment, or discrimination on the premises of any public school, school-sponsored event, or school bus in the District. Prohibited behaviors include cyber-bullying, sexual harassment, hazing, intimidation and retaliation.

Disclaimer: This manual may contain references to Board Policy, administrative regulations and other documents pertaining to the rules and regulations of the Washoe County School District. The District reserves the right to revise any of these documents. To verify the current version of any of these documents, please check the District's website at www.washoeschools.net/Page/2903.

Office of Student Services
Department of Student Health Services
PO Box 30425
Reno, NV 89520-3425

1210 I Street
Sparks, NV 89431

775-353-5966

CONTENTS

I. INTRODUCTION.....	5
Ensuring Student Health and Safety	5
Rights of Food-allergic Students Under Section 504 and IDEA	5
Definitions	5
II. PREVENTION OF FOOD ANAPHYLAXIS.....	7
III. EMERGENCY RESPONSE TO FOOD ANAPHYLAXIS.....	7
IV. THE ROLE AND RESPONSIBILITY OF DISTRICT PERSONNEL.....	8
School Administrator	8
School Nurse	10
Clinical Aide	11
Classroom Teacher	12
Classroom Volunteer	13
School Office Staff	14
Playground Supervisor, Coach/PE Teacher And District After- School Program Staff.....	14
Nutrition Worker	14
Custodian	15
Bus Driver	15
V. THE ROLE OF THE PARENT/GUARDIAN	16
Parent/Guardian Recommendations	16
V. APPENDIX	18
Procedures Following an Allergic Reaction	18
Special Considerations for Field Trips.....	19
More Classroom Tips for Prevention of Food Allergies	20
Treat Suggestions for Classroom Celebrations	21

Suggested Food Treats for the Classroom.....	21
Information about How to Read and Interpret Food Labels.....	21
How to Prevent Cross-Contact and Accidental Environmental Exposure to Allergens.....	21
Resources for Parents and School Personnel	22
Applicable WCSD Procedures.....	22
Resources for School Nurses	23
References and Sources	23
Posters for Allergy-aware Classroom and Allergy-alert Cafeteria Tables.....	24
504 Team Notification Letters to Parents (English/Spanish)	27

I. INTRODUCTION

This procedural manual has been written to establish guidelines for school nurses and site-based personnel related to the management of students with food anaphylaxis in the Washoe County School District ("District").

Special Thanks to Caroline Moassessi & Dori Chelini, Representatives of the Northern Nevada Asthma and Food Allergy Parent Education Group for their assistance in creating this document.

Ensuring Student Health and Safety

Education and planning are key to establishing and maintaining a safe school environment for all students. Those responsible for the care and well-being of children must be aware of the potential dangers of allergies. Prevention of allergy symptoms involves coordination and cooperation within the entire school team and should include parents, students, school nurses, and appropriate school personnel. Early recognition of symptoms and prompt interventions of appropriate therapy are vital to survival (National Association of School Nurses).

- <http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/smId/824/ArticleID/9/Default.aspx>.

Rights of Food-allergic Students Under Section 504 and IDEA

The District promotes and facilitates educational opportunities for students who, as a result of health conditions or disabilities such as food allergy and anaphylaxis, require reasonable accommodations while attending a District school and during District-sponsored activities. Students eligible for special education services under the Individuals with Disabilities Education Act (IDEA), and students who qualify for accommodations under Section 504 of the Rehabilitation Act (504), are entitled to receive a Free and Appropriate Public Education (FAPE), the same as regular education students.

The medical needs of such students must be addressed to determine whether it is safe for such students to attend school in the regular education environment and to ensure that such students are in fact receiving a FAPE.

Definitions

Allergies

People with allergies have over-reactive immune systems that target and react to otherwise harmless substances in food or the environment. Food allergies are defined by an immune response triggered by food proteins. A substance that elicits an allergic

response in an individual is called an “allergen.” The severity of a reaction depends upon how sensitive an individual is and the quantity of the allergen consumed.

When a susceptible individual is exposed to a food allergen, the immune system reacts by releasing chemical “mediators” such as histamine. These chemical mediators trigger mild to severe inflammatory reactions in the tissues of the skin (itching, hives, rash), the respiratory system (cough, difficulty breathing, wheezing), the gastrointestinal tract (vomiting, diarrhea, abdominal pain), and/or the cardiovascular system (decreased blood pressure, heartbeat irregularities, shock).

Anaphylaxis

When the symptoms of allergy develop rapidly, are severe and wide-spread, and occur in one or more systems of the body, the reaction is termed “anaphylaxis.” Anaphylaxis is a life-threatening event that occurs in allergic individuals after exposure to their specific allergens. Food is the most common trigger of anaphylaxis in the general community and can be fatal if not treated immediately.

Aside from foods, other common examples of life-threatening allergens are: stinging insects, medications, and latex rubber. Anaphylaxis may also occur in association with exercise. Approximately 150-200 deaths per year are due to food anaphylaxis, mostly from peanut and tree nut allergies, while 50 deaths per year are caused by insect stings. According to a study released in 2013 by the Centers for Disease Control and Prevention, food allergies among children increased by approximately 50% between 1997 and 2011. Fatal anaphylaxis is more common in children with food allergies who are asthmatic, even if the asthma is mild and well controlled.

The most dangerous and potentially fatal symptoms of anaphylaxis include breathing difficulties and a drop in blood pressure, also called “shock.” Other symptoms may include one or more of the following:

- Hives
- Vomiting
- Diarrhea
- Stomach cramps
- Difficulty Swallowing
- Wheezing
- Shortness of breath
- Change of voice (hoarse)
- Throat tightness or closing
- Coughing

- Itchy lips, tongue, mouth and/or throat
- Itching (of any body part)
- Swelling (of any body part)
- Red, watery eyes/Runny Nose
- Sense of doom
- Dizziness, change in mental status
- Flushed, pale skin cyanotic (bluish) lips and mouth area

Anaphylaxis can occur immediately or up to two hours following allergen exposure. In about one third of anaphylactic reactions, the initial symptoms are followed by a delayed wave of symptoms two to four hours later. This combination of an early phase of symptoms followed by a late phase of symptoms is defined as a biphasic reaction.

Food Anaphylaxis

Every food allergy reaction has the potential of developing into a life-threatening event. However, several factors increase the risk of a severe or fatal anaphylactic reaction: asthma; a previous history of anaphylaxis; peanut and/or tree nut allergies; seed and/or shellfish allergies; and/or a delay in the administration or failure to administer physician-prescribed epinephrine.

II. PREVENTION OF FOOD ANAPHYLAXIS

For those students at risk for anaphylaxis, the most important aspect of the management in the school setting is prevention.

As stated in the Nevada Nurse Practice Act, NAC 632.226, nursing services and recommendations to school staff regarding the health management of students with food allergies and other health conditions is solely within the purview of the school nurse, whose knowledge and expertise will direct and guide all members of the school team in ensuring the health and well-being of the student.

III. EMERGENCY RESPONSE TO FOOD ANAPHYLAXIS

The severity and explosive speed of anaphylaxis emphasizes the importance of the school nurse's role in developing an individualized Health Care Plan (HCP) for the student diagnosed with food allergies or anaphylaxis. The HCP includes important directives for school personnel such as: preventative measures; a list of common symptoms of allergies/anaphylaxis; location of rescue medications; a list of staff who the school nurse has trained to administer physician-prescribed rescue medications; and instructions for accessing Emergency Medical Services (EMS).

In the event of a severe allergic or anaphylactic reaction at school, an injection of epinephrine is the treatment of choice and should be given immediately. Studies show that fatalities are frequently associated with delaying or withholding the use of epinephrine treatment when symptoms occur.

In accordance with Nevada state law (NRS 386.870), The District is required to stock Auto-injectable epinephrine for administration on a District campus to any student who appears to be experiencing symptoms of anaphylaxis during their regular curricular day. School nurses will serve as a resource to school administrators and other site-based employees regarding requirements and implementation of Administrative Procedure HEA-P207, EpiPen Administration on WCSD Campuses, which addresses the storage and administration of undesignated and individually-prescribed epinephrine.

Epinephrine comes in pre-filled auto-injector syringes under a variety of brand and generic names. The most commonly prescribed is the called an "EPIPEN®."

Unlike other injectable forms of epinephrine, which can only be administered by a licensed nurse, an epinephrine auto-injector can be administered by school personnel who have been trained by the school nurse in proper administration techniques. Medication, including auto-injectable epinephrine may only be administered by school personnel who have received specific training by the school nurse and whom the nurse deems qualified and competent to administer the medication (NAC 632.226).

Note: It is imperative that school personnel immediately call 911 following the administration of an EPIPEN or other auto-injectable epinephrine, even if the symptoms appear to have been resolved.

IV. THE ROLE AND RESPONSIBILITY OF DISTRICT PERSONNEL

School Administrator

Student Health and Safety

This position is vital to the well-being and academic success of the student with food allergies. The school administration will take a proactive and collaborative approach by fostering open communication between the school nurse, school staff, and the student's parent/guardian; and by ensuring implementation of the individualized student HCP and 504-mediated classroom accommodations.

- Takes the leadership role in decisions regarding communication with parents/guardians and staff about the presence in the classroom of a student with food allergies
- As appropriate, designates "Allergy-aware" areas of the school, including the classroom and/or cafeteria, for students with food allergies and ensures that allergen-reducing cleaning solutions are used for these areas.
- Ensures that the cafeteria table(s) designated for students with peanut or tree nut allergies is clearly identified with color copies of the "Allergy-Alert Table: Nuts and Nut Spreads" and "Allergy Alert Table: Peanuts and Peanut products" signs (see appendix page).
- Informs teachers and other appropriate staff that only food-allergic students and their friends who have cafeteria-provided foods are allowed to eat at the designated allergy-alert "hot lunch table(s)."
- Designates and clearly marks an allergy-alert "cold lunch" table where only food-allergic students and their friends who have foods brought from home are allowed to eat.
- Conveys to the staff that non-cafeteria foods may not be eaten or placed on an allergy-alert cafeteria table.
- Provides opportunities for the school nurse to conduct staff training in HCP procedures and for training and delegation of school nurse-designated staff in the administration of medication and other specialized nursing services
- Collaborates with the school nurse to ensure staff compliance with WCSD policies and procedures relative to prevention and emergency assistance to students with food allergies
- Facilitates and ensures school-wide code blue and emergency preparedness plan for all areas on campus, including playgrounds and/or sports fields, in accordance with "Code Blue Response on School Sites," (HEA-P503).

504 Process

- Ensures students with food allergies are provided with an inclusive, sensitive, and responsive school environment.
- Ensures that parents/guardians are made aware of and receive support in all areas of 504 and addresses parent questions and concerns regarding the implementation of student accommodations
- Ensures staff compliance by school personnel with all aspects of the student's 504 services plan

School Nurse

The school nurse has a pivotal role in providing expertise and oversight for the provision of school health services to students with food allergies and coordinates the team approach required to manage students with the potential for experiencing food-allergic reactions.

Student Health and Safety

- Coordinates appropriate nursing and health services for students with food allergies according to the mandates of the Nevada Nurse Practice Act: NRS 632, NAC 632, and all WCSD policies.
- Ensures implementation at assigned school sites of all procedures for storage, management and administration of undesignated and individually-prescribed epinephrine, as outlined in "EpiPen Administration on WCSD Campuses." (HEA-P207)
- Develops an individualized Health Care Plan for each student diagnosed with food allergies and/ or anaphylaxis, based on physician orders and parent input.
- Promotes the safety of the student with food allergies by disseminating the student's individualized HCP to appropriate school staff and by addressing staff questions and concerns regarding the health management of the student.
- Provides education and training of designated staff, including the clinical aide, in prevention of exposure to food allergens, administration of rescue medications, and appropriate response to allergic symptoms. Includes nutrition services workers in the education and training, if feasible.
- Assigns, trains, and delegates the administration of physician-prescribed rescue medications to qualified school personnel.
- Collaborates with the school administrator in developing a process for timely notification of the school nurse regarding scheduled field trips for students with food allergies.
- Collaborates with nutrition services personnel to ensure dietary restrictions are followed.
- Implements and communicates procedures to ensure student access to rescue medications and obtain immediate assistance for symptoms.

504 Process

- Serves as the health resource on the school's Intervention and Assistance Team (IAT)/or 504 team and makes recommendations to the team members that

support the student toward self-care and independence in food allergy management.

- Interprets the student's medical information for the other members of the IAT and makes recommendations for accommodations and/or services that support the health, well-being, and educational success of the student.
- Collaborates with the 504 team and the parent to determine if a notification letter should be sent to all parents of students in the class (see standard letter in appendix).

Clinical Aide

Student Health and Safety

- Complies with all directives outlined in the student's HCP and contacts the school nurse immediately if questions arise regarding implementation of the HCP.
- Periodically reviews the student's HCP, the "School Emergency Action Plan for Treatment of Anaphylaxis," (HEA-G204), procedures for administration of rescue medications, including "EpiPen Instructions" (HEA-W204), and the school's code blue plan in order to ensure familiarity with the information.
- Refers parent/guardian questions or concerns to the school nurse and/or school administrator in a timely manner.
- Ensures that the school nurse's phone and pager numbers are posted in the health office.
- Organizes the school health office so that student health information, including the HCP is confidential but readily accessible
- In collaboration with the administrator, is alert to symptoms of food allergy and takes the lead in emergency response to food anaphylaxis when the nurse is off campus.

504 Process

- Works to build a trusting, supportive relationship with students who are diagnosed with food allergies.
- Complies with the requirements of the student's 504 services plan, as communicated by the school nurse or 504 Coordinator.
- Maintains student confidentiality and provides a supportive health office environment for students with food allergies.

Classroom Teacher

Student Health and Safety

- Carefully reviews and follows the directives of the student's HCP and contacts the school nurse by email or asks the clinical aide to contact him/her if clarification is needed.
- Attends staff training conducted by the school nurse regarding food allergy prevention and response to symptoms.
- Reviews and is familiar with the school's code blue plan, emergency communication procedures, and classroom-specific emergency actions for the student with symptoms of food allergy
- Reports all student health events immediately to health office personnel.
- Advises the school nurse in a timely manner if the parent/guardian provides updated student health information.
- Consults with school nurse for training and practice in code blue procedures and administration of the EpiPen and/or other rescue medications.
- Ensures that a substitute teacher is aware of a student with food allergies by placing a "Food Allergy Alert" notice and hard of copy of the student HCP in a RED confidential folder which is kept with the attendance list in a prominent and accessible location in the classroom.
- Informs parents of any school events where food will be served or used in classroom activities and welcomes parental involvement in organizing class parties and special events.
- Considers the use of non-food classroom rewards such as stickers or pencils and avoids use of allergen-containing foods for classroom activities (i.e. science, art, math, cooking)
- Informs the school nurse at least three weeks in advance of "day" field trips and at least six weeks in advance of overnight field trips.
- Takes immediate action in accordance with the student HCP if a student reports or manifests signs of an allergic reaction.
- Has the student with allergic symptoms remain in the classroom under close continual supervision and does not allow the student to walk to the health office.
- When working with the allergic student, avoids ingesting food or food products that contain food allergens; washes hands after eating.

- Encourages all parents to provide healthy, “allergy-aware” foods for classroom snacks and celebrations.
- Cautions students not to share or trade food/snacks.
- Collaborates with the school nurse, school administrator, and parent in planning for the student’s re-entry to school after a food allergy reaction.
- When indicated in the HCP, ensures wipe-down of classroom eating surfaces with soap and warm water or parent-provided disinfectant before and after eating (NOTE: Do not use disinfectant wipes intended for sanitation of equipment on hands or skin!)
- Ensures that appropriate cleaning supplies are readily accessible in a safe and secure location.
- Informs the school nurse about other classroom personnel such as volunteers, student teachers, aides, specialists, and substitute teachers who may supervise or interact with the student.

504 Process

- Attends and participates in the 504 team meeting for the student with food allergies.
- Ensures that all classroom personnel comply with the student’s 504 services plan.
- Maintains the student’s confidentiality regarding diagnosis and health status.
- Is aware of how the student is being treated; enforces school policies relative to bullying or threats; and works with the parent to create a climate of respect and support in the classroom.

Classroom Volunteer

Student Health and Safety

- Follows the classroom teacher’s instructions for preventing the student’s exposure to food allergens.
- Abides by the conditions established for a “Food Allergy Aware” classroom.
- In the event of an anaphylaxis emergency, remains calm and follows the classroom teacher’s instructions.
- Does not offer foods to students unless cleared to do so by the classroom teacher.
- Does not insist that students try foods.

- When working with a student who has food allergies, avoids ingesting food or food-products that contain food allergens; washes hands after eating.

504 Process

- Maintains student confidentiality.

School Office Staff

Student Health and Safety

- Are familiar with the school's code blue plan.
- Follow the directives outlined by the school nurse in the student's HCP.
- Knows where the student's rescue medication(s) is kept.

Playground Supervisor, Coach/PE Teacher and District After-school Program Staff

Student Health and Safety

- Are familiar with the school's code blue plan, the student's HCP, and know how to recognize symptoms of allergy.
- Know where the student's rescue medication(s) is kept and contacts the school nurse to arrange training in medication administration.
- Ensures an effective emergency communication system is in place and immediately calls for assistance of other staff if a student is exhibiting signs of allergic reaction.
- Never allow a student with allergy symptoms to walk to the health or front office without an adult escort.

504 Process

- Maintain student confidentiality.
- Are familiar with and follow the student's 504 services plan.

Nutrition Worker

Student Health and Safety

- Follows Nutrition Services Department procedure 5.6, "Allergies and Special Diets" (see appendix) relative reasonable accommodations for students with food allergies.

- Collaborates with the school nurse to ensure that students with food allergies are not served allergen-containing foods.
- Contacts the school nurse for questions or information about the student Health Care Plan.

504 Process

- Maintains student confidentiality.

Custodian

Student Health and Safety

- Cleans the cafeteria tables with warm water and soap or district-approved product after school meals.
- In addition to standard cleaning of all cafeteria tables, wipes the allergy aware table with Lysol Foam.
- Minimizes the risk of cross-contamination between the “allergy-aware” and other cafeteria tables by using a separate bucket, supplies, and fresh water when cleaning the allergy-aware table.

504 Process

- Maintains student confidentiality.

Bus Driver

Student Health and Safety

- Participates in Student Health Services Department education regarding allergies/anaphylaxis and training for administration of the EpiPen.
- Complies with the WCSD Transportation Department’s procedures for management of medical emergencies on the school bus.
- Follows the directives of the student’s School Bus “Anaphylaxis” Health Care Plan.
- With the exception of students with diabetes and other health conditions that require nutrition as part of their health management, maintain a policy of no eating on school busses.

504 Process

- Maintain student confidentiality.

- Is aware of how the student is being treated; enforces school policies relative to bullying or threats.

V. THE ROLE OF THE PARENT/GUARDIAN

Successfully transitioning the child into school requires a partnership between the parent and a team of key school personnel that includes the administrator, school nurse, teacher, cafeteria staff, maintenance staff, transportation staff, coaches, other parents, and the child's classmates. The parent/guardian plays a vital role in the partnership with school staff in the prevention and management of food allergies in the school setting.

Parent/Guardian Recommendations

Student Health and Safety

- Upon registration every year, complete the "Student Health Information", panel of the Infinite Campus parent portal and include all updated information regarding your child's diagnosis and health status
- Ensure that your contact information, including cell phone, home phone, work numbers, and emergency contacts are up-to-date and on-file with the school
- Provide the school nurse with a current letter or information from your child's allergist or physician addressing your child's diagnosis, allergy status, and any precautions or restrictions relative to tactile, ingested or airborne exposure to foods
- Speak with your child's physician about prescribing auto-injectable epinephrine and/or other rescue medications for your child to carry or keep at school
- If dietary modifications other than milk substitution are necessary, make sure you have a licensed health care provider complete the "*Diet Modification Request for Foods Served Through Child Nutrition Programs of Washoe County School District*" form (see appendix); submit the completed form to the cafeteria manager at your child's school
- For milk substitution only, complete and sign the bottom section of the above form and submit the form to the cafeteria manager at your child's school.
- Prior to the start of each school year, contact your child's physician and obtain a completed and signed "Consent and Request for Medication Assistance During School Hours" (HEA-F205) for all rescue medications your child will keep or carry at school

- Ensure that all rescue medications sent with your child to school are in the original container, labeled properly, and unexpired; replace expired medication immediately.
- Contact the school nurse before the first day of school to discuss your child's diagnosis and provide feedback about appropriate school management; if unable to reach the school nurse, contact the Student Health Services Department (353-5966) for assistance in reaching the school nurse.
- Carefully review your child's Health Care Plan and provide feedback to the school nurse before the school nurse sends the Health Care Plan to school personnel
- Notify the school nurse immediately regarding any changes in your child's health status, any food allergy related incidents off-campus, or any changes to physician-recommended allergy management.
- Work with the school nurse to educate the classroom teacher and/or other key members of the school community about food allergies and anaphylaxis.

504 Process

- Using reputable and nationally-recognized sources, become familiar with federal 504 mandates relative to students with health conditions or diagnoses.
- Ask the school counselor for a copy of the written rights as outlined under Section 504.
- Contact the school's 504 Coordinator with any questions or concerns regarding eligibility requirements for a school-based 504 plan.

Teach your child to:

- Recognize and report allergy symptoms immediately to the classroom teacher or other adult
- Tell his/her friends what allergic symptoms look like and to find an adult immediately if symptoms occur
- Know where the school stores his/her rescue medications
- Act responsibly when carrying allergy medications to and from school and on campus; Do NOT share medication
- Avoid sharing food or drinks with other students
- Wash hands prior to and after eating
- Tell an adult if they are experiencing teasing or bullying

- Read food labels
- Say “No thank you” if food is offered and to avoid taking unnecessary chances just to be part of the crowd
- Become as independent as possible in self-managing symptoms of food allergy, including self-administering their EpiPen and/or other rescue medications

Students with food allergies and anaphylaxis will, over time, develop increased independence and self-advocacy skills.

V. APPENDIX

Procedures Following an Allergic Reaction

Students who have experienced an allergic reaction, whether at school or outside of school hours, need special consideration, including a review and possible revision of both the Health Care Plan (HCP) and the 504 Services Plan, prior to their return to school.

The school nurse will take the leadership role to ensure the student’s health and safety after a mild or moderate allergic reaction. This will require information from the school personnel or parent who witnessed the event and contact with the physician to determine whether there are changes in the student’s diagnosis, activity restrictions, and/or medications.

If appropriate, the school nurse updates the HCP and instructs and/or trains school personnel in the provisions of the revised plan. In addition, the school nurse will collaborate with the 504 Coordinator to determine whether revisions to the 504 Services Plan are necessary.

In cases where the student has experienced a severe allergic reaction at school the school administrator, in collaboration with the school nurse and school counselor, should consider the following additional actions:

- Keep in regular touch with the parent or family member to express concern, offer support, and inquire about the student’s health status.
- Identify those who witnessed the student’s allergic reaction and/or rendered emergency measures in order to obtain as much information as possible about the possible triggers and symptoms the student manifested.
- Maintain student confidentiality when providing support and/or discussing the event with the greater school community.

- Provide age-appropriate explanations to students who may have witnessed the event.
- With parent permission, consider providing counseling support and guidance to the student who experienced the reaction, students who may have witnessed the reaction, as well as to any student who may have been responsible for exposing the student to an allergen.
- If an allergic reaction is thought to be from a food provided by the school food service, request assistance of the Food Service Director to ascertain what potential food item was served/consumed. Review food labels from Food Service Director and staff.
- Schedule a meeting as soon as possible with the school's IAT to review and revise the 504 Services Plan as needed.
- Meet with school staff as soon as possible to review school-wide Code Blue procedures, making modifications if necessary.
- Ensure that appropriate school personnel comply with the updated directives of the revised HCP and 504 Services Plan.
- Ensure the implementation of strategies to minimize student anxiety upon his/her return to school; refer the student to the school counselor if needed.

Special Considerations for Field Trips

Administrators, classroom teachers, and all school personnel must be familiar with and follow WCSD field trip policies, including "Nursing and Health Services for WCSD Students Attending Field Trips Procedure," (HEA-P100).

- As mandated by the above Field Trip Procedure (HEA-P100), classroom teachers are to notify the school nurse three weeks prior to a day field trip and six weeks prior to an overnight or extended day field trip.
- The school nurse will notify the parent if physician's clearance and/or medication orders are required prior to the field trip.
- Based on physician's orders and information from the parent, the school nurse will develop an individualized "Field Trip Delegation Plan" (HEA-F106) for the student and review the requirements of the plan prior to the student attending the field trip.
- Supervising teachers are responsible for ensuring that with all aspects of the student's Field Trip Delegation Plan are followed during transport to and from the field trip and during all field trip activities.
- In addition, the supervising teacher will:

- Avoid scheduling field trips to venues that are “high risk” for allergen exposure either due to location or foods served.
- Work with docents or field trip leaders to discuss allergen exposure during tours or other scheduled activities.
- Consider ways to wash hands after eating or bring parent-provided hand wipes to the field trip.
- Invite the parent of the food-allergic student to attend the field trip but never make the student’s attendance contingent upon the parent being in attendance.
- Ensure that at least two staff members trained by the school nurse in allergy management are with the student at all times during field trip activities.
- Ensure prescribed rescue medications are accessible to the student at all times in a safe and secure location.
- Bring a communication device such as a cell phone or walkie-talkie to all activities.
- Know how to contact Emergency Medical Services (EMS) and where the closest medical facility is located.
- Don’t ever ignore a report of student symptoms by the student or classmates.

More Classroom Tips for Prevention of Food Allergies

- Products containing the food allergen should not be used for class projects, parties, holidays and celebrations, arts, crafts, science experiments, cooking, snacks, or other purposes.
- Non-food items should be used for rewards.
- If a student inadvertently brings a restricted food to the classroom, ensure allergic student is safe and remove the item from classroom or area.
- Sharing or trading food in the class should be prohibited.
- Classroom animals can be problematic. If an animal is present, special attention must be paid to the ingredients in their food as many animal feeds contain peanut products or other allergens.
- Provide age appropriate information to the class by communicating to the students the policies and guidelines regarding “food allergy awareness,” classroom expectations, and anti-bullying policies.

- With parent permission, work with the school nurse to schedule an age appropriate presentation to the class regarding food allergies and safety.

Treat Suggestions for Classroom Celebrations

- | | |
|---|--|
| <ul style="list-style-type: none"> • Inflatable items (balls, bats, wands) • Friendship bracelets • Colorful band aids • Funky Erasers • Rocks (quartz, etc.) • Polished stones • Silly Putty • Flower pots • Seeds for planting • Book marks • Paper hats • Paper airplanes • Magnifying glass • Mini flashlights • Sunglasses • Beads • Bubbles • Magnets | <ul style="list-style-type: none"> • Highlighters • Post its • Snap bracelets • Fancy paper clips • Backpack charms • Pencil sharpeners • Key chains • Decals • Stickers • Gel pens • Fancy Pencils • Red Pens • Post cards • Necklaces from cord • Glow Sticks • Clay (no Play-Doh--made from wheat) • Balls (not too small-choking hazards) |
|---|--|

Suggested Food Treats for the Classroom

A comprehensive list of suggested classroom snacks organized by category, specifically designed for schools, clubs and other organizations.

- <http://snacksafely.com/safe-snack-guide/>

Information about How to Read and Interpret Food Labels

- <http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/Allergens/ucm106890.htm>
- <http://www.foodallergy.org/food-labels>
- <http://www.foodallergy.org/file/falcpa-law.pdf>

How to Prevent Cross-Contact and Accidental Environmental Exposure to Allergens

Food Allergy and Anaphylaxis Connection Team (FAACT)

- <http://www.foodallergyawareness.org/foodallergy/cross-contact-15/cross-contact-55/>

Food Allergy Research and Education (FARE)

- <http://www.foodallergy.org/tools-and-resources/resources-for/child-care-facilities/cleaning-methods>

Remember! Hand Sanitizer IS NOT ACCEPTABLE for removing allergens from hands.

Resources for Parents and School Personnel

Food Allergy and Anaphylaxis Connection Team (FAACT)

- <http://www.foodallergyawareness.org/education/food>

Food Allergy Research and Education (FARE)

- <http://www.allergyready.com/>
- <http://www.foodallergy.org/resources/schools>

Living a Full Life with Allergies and Asthma

- <http://www.gratefulfoodie.com>

Applicable WCSD Procedures

HEA-F205 - Consent and Request for Medication Assistance during School Hours

HEA-G204 - School Emergency Action Plan for Treatment of Anaphylaxis

HEA-M500 - Management of Injuries and Illnesses at School

HEA-P007 - Health and Welfare Procedure

HEA-P100 - Nursing & Health Services to WCSD Students Attending Field Trips

HEA-P207- EpiPen Administration on WCSD Campuses

HEA-P503 - Code Blue Response on School Sites

HEA-W204- EpiPen Instructions

Nutrition Services—5.6 “Allergies and Special Diets” procedure (copy can be obtained from WCSD Nutrition Services Department @ 775-353-5930).

Nutrition Services Diet Modification Request for Foods Served through Child Nutrition Programs of Washoe County School District:

- <http://www.washoeschools.net/cms/lib08/NV01912265/Centricity/Domain/69/Sample%20Medical%20Statement%20Form.pdf>

Resources for School Nurses

How to Properly Administer an Epi-Pen*

- <https://www.EpiPen.com/en/about-EpiPen/how-to-use-EpiPen>
- [A Shot to Live University of Utah - School of Medicine](#)
- <http://resources.presentations.utah.edu/ashottolive/player.html> *(click on video # 1)*

*Note: As mandated by Nevada State laws and regulations (NRS & NAC 632) this site may only be used by school nurses as part of a more comprehensive education program presented by the school nurse to school personnel.

References and Sources

American Academy of Pediatrics

- <http://pediatrics.aappublications.org/content/early/2010/11/29/peds.2010-2575.abstract>
- <https://www.aap.org/sites/Search/Pages/results.aspx?k=food%20allergies>

Food Allergy and Anaphylaxis Network

- <http://www.foodallergy.org/section/about-food-allergy>

Journal of Allergy and Clinical Immunology

- [http://www.jacionline.org/article/S0091-6749\(10\)01566-6/fulltext#sec3.1.1](http://www.jacionline.org/article/S0091-6749(10)01566-6/fulltext#sec3.1.1)

National Association of School Nurses

- <http://www.nasn.org/SearchResults?Search=anaphylaxis>

National School Boards Association

- <http://www.nsba.org/services/school-board-leadership-services/food-allergiesschool-health>

Nevada Nurse Practice Act

- <http://www.leg.state.nv.us/NAC/NAC-632.html#NAC632Sec226>

Allergy-aware Posters for Cafeteria Tables

See next page:

Allergy Alert Table!

Nuts and Nut Spreads

Including...

Peanuts



Walnuts



Hazel Nuts



Pistachios



Macadamia Nuts



Coconut



Pecans



Almonds



Cashews



Allergy Alert Table!

Peanuts and Peanut Products

Including...



Peanuts

Peanut Butter

Peanut Butter Cookies



Many Snack and Treat Foods Including...

Peanut Butter Cups

Butterfinger

Peanut Bar



Reese's Pieces



Chick-O-Stick



Granola/Trail Mix

Food Fried in
Peanut Oil

Granola Bars



504 Team Notification Letter to Parents

Contact your school nurse who will complete an electronic, fillable version of this letter for those students who have the dissemination of the letter to other parents as part of their 504 services plan.



Student Health Services
PO Box 3042
Reno, NV 89520-3425
Dana Balchunas, Director

Counseling
504/Home Hospital
5450 Riggins Court
Reno, NV 89502
Stacey Cooper, Administrator

Dear Parents:

This letter is being sent to parents of all students in the class at _____ because one of your child's classmates has been diagnosed with a severe food allergy to _____. This student's allergy can be life-threatening! We need your help in order to create an "allergy aware" classroom.

The student's allergy can happen if he or she eats even a very small amount of the food or touches a table or desk where the food has been eaten. Here's what you can do to help:

1. Avoid putting foods which contain _____ in your child's lunch.
2. Before sending in any type of classroom treats, please let the teacher know ahead of time and make sure the treat is not made with _____.
3. Finally, please discourage your child from sharing any food, eating utensils, or food containers with any other student(s). This will prevent the spread of infection and protect the allergic student against accidental exposure to an allergy-causing food.

Thank you in advance for helping us keep the classroom safe and healthy for all of our students.

If you have any questions, please contact your child's school and ask to speak with the school nurse. We appreciate your effort to support a safe and healthy environment for all students in the Washoe County School District.

Dana Balchunas
Student Health Services, Director

Stacey Cooper
Counseling Administrator



Washoe County School District
Every Child, By Name And Face, To Graduation

Student Health Services
PO Box 3042
Reno, NV 89520-3425
Dana Balchunas, Director

Counseling
504/Home Hospital
5450 Riggins Court
Reno, NV 89502
Stacey Cooper, Administrator

Estimados Padres:

Esta carta se envía a los padres de todos los estudiantes en la clase de _____ porque uno de los compañeros de su hijo ha sido diagnosticado con una alergia de comida severa a _____. La alergia para este estudiante puede ser mortal! Necesitamos su ayuda para crear una sala de clase "consciente de alergias."

La alergia del estudiante puede suceder si él o ella come incluso una cantidad muy pequeña de los alimentos o toca una mesa o escritorio donde se ha comido la comida. Aquí es lo que puede hacer para ayudar:

1. Evitar alimentos que contengan _____ en el almuerzo de su hijo o hija.
2. Antes de enviar cualquier tipo de golosinas al aula, que el maestro sepa de antemano y asegúrese de que la golosina no está hecha con _____.
3. Por último, por favor desalentar a su hijo compartir cualquier alimento, comer con utensilios o envases de alimentos con cualquier estudiante. Esto evitará la propagación de la infección y protegerá al estudiante alérgico contra exposición accidental a un alimento que le provoca alergia.

Gracias de antemano por ayudarnos a mantener la sala de clase segura y saludable para todos nuestros estudiantes.

Si tienen alguna pregunta, por favor pónganse en contacto con la escuela de su hijo y pida hablar con la enfermera de la escuela. Apreciamos su esfuerzo para ayudar con un entorno seguro y saludable para todos los estudiantes en el Distrito Escolar del Condado de Washoe.

Dana Balchunas
Student Health Services, Director

Stacey Cooper
Counseling Administrator