

## **RESPONSIBILITIES OF THE AGAWAM SCHOOL DEPARTMENT, SCHOOL PERSONNEL, PARENTS, & STUDENTS**

### **I. Responsibilities of the Agawam School Department:**

- Create a system wide emergency plan for addressing life-threatening allergies
- Provide annual training to staff in the areas of common allergens that cause life-threatening allergies
- Identify signs and symptoms of an allergic reaction
- Outline steps to take in the event of an allergic reaction emergency
- Create a system wide “No food trading/ utensil sharing policy”
- Maintain a system wide “No eating food or drinking beverages on the school bus”
- Purchase Epi-Pens for nurses’ office, main school, cafeteria, and physical education emergency kit at each school.

### **II. Responsibility of the School Nurse:**

- Prior to the first day of school, send a letter to all PreK – 12 parents/guardians encouraging them to notify the school if their child/children have any life-threatening allergies. In the letter, be sure to state that a signed letter from the child’s physician/allergist is needed to verify that the student has life-threatening allergies.
- The letter must also list the allergens that the child is allergic to and the course of treatment that is required in case of allergic reaction.
- Arrange to meet with parent/guardian of student with LTA to develop an Allergy Action Plan/Individual Health Care Action Plan for the student. During meeting, encourage the use of MEDIC-ALERT bracelets and other methods of identification for the student.
- Maintain updated AAP/HCPs in the nurse’s office.
- Discuss with parents about providing the nurse’s office with Epi-Pens and/or other medications as prescribed.
- Encourage parent/guardian to stress the importance of having their child/children (age appropriate) carry an Epi-Pen with them at all times.
- Inform your school’s Administrative staff about student with life-threatening allergies.
- Send a “Student Allergy Identification List” of students who have life-threatening allergies to teachers, coaches, and the cafeteria manager.
- Send updated list of students with LTAs to teachers/coaches/cafeteria manager throughout the school year.
- Nurses will wear NON LATEX GLOVES.
- Provide list of students with LTAs to the Athletic Director and Athletic Trainer.

### **III. Responsibility of Teacher:**

- The “Student Allergy Identification List” should be kept in a prominent and accessible place for substitute teachers such as the Teacher’s Plan Book.
- Participate in annual training.
- In the event of an emergency with a LTA, contact principal and school nurse immediately.
- In the event of an allergic reaction (where there is no know allergic history), the school nurse should be called and the school’s Emergency Response Plan activated. The emergency medical services should be called immediately.
- Healthy snacks to be encouraged at all times. All snacks for celebrations must be pre-packaged with ingredient label and checked for allergens prior to consumption

(ingredient lists frequently change, so every product needs to be checked). Pencils, stickers, etc. are fun treats that can be shared or distributed.

- Any product, including candy, that does come in must be pre-packaged and labeled with ingredients Peanut/Tree Nut Free. However, candy is not encouraged as a snack or reward.
- If a product is noted to contain peanut/tree nuts, the item is to be sent to the nurse who will make parent contact.

#### **IV. Responsibility of Parent/Guardian:**

- Inform the school nurse of your child's allergies prior to the opening of school or immediately after a diagnosis.
- Arrange for a meeting with the school nurse to develop an Allergy Action Plan/Health Care Plan for the student and provide for the nurse a signed letter from the child's physician/allergist verifying that the child has life-threatening allergies. Provide letter from child's physician listing the allergens that the child is allergic to and the course of treatment that is required in case of an allergic reaction. Medical orders from physician must be included.
- Provide school nurse with enough up-to-date medications including Epi-Pens, if required.
- Complete all required medication forms along with current emergency contact names and telephone numbers,
- Provide a MEDIC-ALERT identification bracelet for your child.
- Encourage your child to wash his/her hands before eating.
- Teach your child to read ingredient labels (age appropriate).
- Require your child to carry an Epi-Pen on his/her person (age appropriate).
- Communicate immediately any symptoms of an allergic reaction.
- Encourage your child NOT TO SHARE snacks, lunches, drinks, or utensils.
- Notify school if child no longer has allergies. Again, a signed letter from the child's physician/allergist is required.
- Provide your child with a safe snack for their consumption during classroom celebrations.
- Support the Wellness Policy by promoting healthy food and snack choices brought to school.

#### **V. Responsibility of Student as Communicated by Parent:**

- Take responsibility for avoiding known allergens.
- Do not share snacks, lunches, beverages, or utensils.
- Wash hands before eating.
- Learn to recognize symptoms of an allergic reaction.
- Communicate immediately when symptoms appear.
- Carry an Epi-Pen at all times (age appropriate).

#### **VI. Responsibility of School Principal:**

To the extent possible, the principal of each school shall be responsible for the following:

- In conjunction with nurses, provide in-service training and education annually for staff regarding life-threatening allergies, symptoms, risk reduction procedures, and emergency procedures including demonstration on how to use the Epi-pen.
- The protocol that explains Life Threatening Allergies and the application of the protocol at the school concerning Life Threatening Allergies will be discussed at Kindergarten orientation.
- Post the school's emergency protocol on LTAs in appropriate locations.
- Notify staff about the locations of Epi-pens in the school.

- A contingency plan will be in place and understood by all staff and students in the event the nurse is not in her/his office or in the building. Call 911.
- Communicate policy to all students/families annually through student handbooks, school websites, and newsletters.
- Assure that the Wellness Policy & Students with Life-Threatening Allergies Policy are considered in the planning of school activities.
- Assure that fundraising efforts follow policy guidelines.
- Monitor overall compliance of teachers, staff, and student groups with the Wellness Policy.
- Work with individual School Councils and PTOs to establish specifics with regard to classroom & school-wide celebrations that meet the expectations of the Wellness & Life Threatening Allergy Policies

**VII. Responsibility of Food Service Personnel:**

- All food service staff will participate in annual training in August for students with life-threatening allergies. Annual training will include following sound food handling practices to prevent allergic reactions and will ensure staff is prepared to take appropriate emergency action if necessary.
- All kitchen staff and food handlers will wear non-latex gloves.
- The Director of Food Services and all cafeteria managers will routinely read and recheck food labels for potential food allergens.
- The Director of Food Services will provide monthly copies of the lunch menu to staff and parents.
- All cafeteria tables in schools will be cleaned and sanitized before and after lunch periods.
- A peanut/tree-nut free section of tables will be established in all school cafeterias.
- The Director of Food Services and all cafeteria managers will continue to work with students, parents, school nurses, and other school personnel to ensure that they understand what the food contains and to promote allergy safety.
- At the secondary level, accommodations will be made, upon request, for those students with severe allergies.

**VIII. Responsibilities of Staff in Charge of Conducting Before/After School Programs:**

- The Allergy Action Plan/Individual Health Care Plan will be available for parents to copy to give to those who assume responsibility for their child/children in the school-sponsored before and after school daycare program.

**X. Responsibilities of School Transportation Services:**

- Provide functioning emergency communication devices (e.g. cell phones, two-way radios, etc.) on each school bus.
- Maintain a policy of no food eating on the school bus.
- Communicate the policy to all drivers at the start of each school year.

**XI. Responsibilities of Athletic Director:**

- Communicate the policy to all coaches at the start of each year.
- Communicate the policy to all athletic-affiliated organizations.