

The Brook Hill School Health Manual



The Brook Hill School
Christ-Centered. College Prep.

Policy: Severe or Life Threatening Allergies

Anaphylaxis related to food allergies, stings, medications or other allergens
See Attached Individualized Care Plan

Purpose:

1. To maintain the health and protect the safety of children who have **life-threatening allergies to foods, stings, medications or other allergens** in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
2. To ensure that interventions and individual health care plans for students with life-threatening allergies are based on medically accurate information and evidence-based practices.
3. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening allergies across all transitions (Kindergarten, Pre-First to Grade 12).
4. The Brook Hill School Severe Allergy Policy is geared toward prevention, education, awareness, communication, and emergency response as it relates to life-threatening allergies. Individualized health care plans create a balance between health, social normalcy, and the safety needs of the individual student with life-threatening allergies and the education, health and safety needs of all students.

Allergy Awareness

The Brook Hill Food Allergy Management Procedures comprise a comprehensive policy for the management of life-threatening allergies at school and school-associated settings, while recognizing that procedures may shift as students advance through the primary grades to the middle and upper schools. This policy will address each of the following areas:

- A. Identification of students with food or other allergies and provision of school health services
- B. Individual written health care plans
- C. Medication protocols: storage, access, administration
- D. Healthy school environments: Classroom, Cafeteria, Buses, Extracurricular Activities
- E. Professional development and training of school personnel
- F. Awareness education for students
- G. Awareness education and resources for parents/caregivers

Allergy Awareness Management

- A. Identification of students with allergies and provision of school health services
 1. The parent will submit severe allergy information as part of the online enrollment/re-enrollment process in Ren-Web. As a precaution, the School Nurse will contact parents to confirm any severe allergies that their student may have and review the Individual Health

The Brook Hill School Health Manual

Plan or IHP for that student. The student's Individual Health Plan will be maintained in the nurse's office. The parent is responsible for notifying the nurse of any changes in the student's allergy status or any allergic reaction outside of school, as refractory reactions may occur up to 72 hours later.

2. The nurse and/or nutrition personnel will meet in person or via telephone upon request with the families of children with allergies to discuss our commitment to their children's safety and answer any questions.
3. At the beginning of the school year, the nurse will alert all appropriate personnel of a student's allergy. This list will include administrators, boarding parents, teachers, trainers, food service and Cadet Club personnel.
4. The nursing staff and/or nutrition personnel will annually review standard operating procedures for the identification of students with food allergies.

B. Individual Health Plans – IHPs for Allergies

1. The nurse's office will maintain the IHP to address the student's medical needs and any special accommodations. This plan addresses the day-to-day management of all allergies and includes the student's personal identification information, allergens, signs and symptoms of an allergic reaction, emergency contact information, instructions to activate emergency services, and other details necessary to effectively manage the student's food allergy or other severe allergies at school. The nurse is responsible for establishing and monitoring successful implementation of the Individual Care Plan.
2. In the event of an exposure, the nurse or designated personnel will chart in the appropriate electronic database, detailing the allergy and/or anaphylactic reactions, medication administration, and other medical procedures performed. The report will be filed in the student's electronic health record and shared with the parents of the student.
3. In the event that an Epi Pen must be administered, EMS must be called to transport the student to the ER. The student's parents will be notified. The Nurse will follow the student's IHP and remain with the student until EMS arrives. A full set of vital signs will be taken every 15 minutes until EMS arrives.

C. Medication Protocols: storage, access, and administration

Medication will be managed to allow for quick access when needed and to protect the safety of students and medication. **Stock Medications** will be stored in a safe, appropriate, and secure, yet accessible location that will allow for rapid access during an emergency situation.

Lower School

1. Students may carry their own prescribed rescue medications after a meeting with the parents and nurse and student to demonstrate competency
2. Medications must be clearly marked with the student's name
3. The Nurse's Office has a supply of emergency Epi-pens for 1st time reactions
4. Parents may choose to supply an Epi Pen for storage in the Nurse's Office, if desired

The Brook Hill School Health Manual

Middle and Upper Schools

1. Students may carry their own prescribed rescue medications
2. Medications must be clearly marked with the student's name
3. The Nurse's Office in Ornelas Hall has a supply of emergency Epi-pens for 1st time reactions
4. The Trainer carries EpiPen in their field bag
5. Parents may choose to supply an Epi Pen for storage in the Nurse's Office, if desired.

General Instructions

1. ALL EpiPens carried by students or stored in the Nurse's Office **must be** in date
2. The nursing staff is responsible for monitoring expiration dates and re-stocking/re-filling stock medication as necessary.
2. Parents and/or boarding parents are responsible for monitoring expiration dates for EpiPens that are carried by students and for providing in date EpiPens in a timely manner
3. School personnel have been trained to administer auto-injectable epinephrine (Epi-pen) upon the occurrence of an actual or perceived anaphylactic adverse reaction whether or not the student has a prescription for epinephrine.

D. Healthy School Environments

Each environment within Brook Hill requires special attention to protect the safety of students with severe allergies. Although there are commonalities across school environments, some specific needs are identified below.

Classroom

- Limit or reduce allergens in the classrooms by encouraging parents, boarding parents and teachers to reduce the use of foods with potential food allergens both at snack time and special events (e.g. birthday celebrations, holiday parties, etc).
- School Nurse will check snack trays prior to them being served at special events
- Implement proper hand washing procedures before and after snack and lunch periods (use of hand sanitizers is not effective in removing the residue from food allergens).
- Communicate rules and expectations around bullying related to food allergies in the classroom and cafeteria, including appropriate conduct, consequences, and related disciplinary actions.
- Avoid the use of identified allergens in class projects, parties, holidays and celebrations, arts, crafts, science experiments, cooking, snacks, or rewards. Modify class materials as needed.
- Use non-food incentives for prizes, gifts, and awards.
- Avoid ordering food from restaurants because food allergens may be present, but unrecognized.
- Have rapid access to epinephrine auto-injectors in cases of food allergy emergency and train staff to use them.

The Brook Hill School Health Manual

- Help students with food allergies read labels of foods provided by others so they can avoid ingesting hidden food allergens.
- Consider methods (such as assigned cubicles) to prevent cross-contact of food allergens from lunches and snacks stored in the classroom.
- Consider designated allergy-friendly seating arrangements.
- Support parents of children with food allergies who wish to provide safe snack items for their child in the event of unexpected circumstances.
- Include information about children with special needs, including those with known food allergies, in instructions to substitute teachers.

Cafeteria

- School nutrition staff and/ food service staff will be trained by FLIK in allergy awareness and basic prevention/risk reduction procedures including preventing cross contamination during food preparation, recognizing an allergic reaction, and reading product labels to identify food allergens.
- Enforce responsibilities of the school nutrition staff and/or food service staff to review menu items, identify potential allergens, and make appropriate accommodations (substitutions or modifications) as outlined by the licensed health care provider and parents of the individual.
- Staff to wash all tables and chairs with soap and water or all-purpose cleaning agents before each meal period.
- Consider designated “allergy-friendly” seating during meals (open to any child eating foods free of identified allergens). Allergy Friendly has a positive connotation rather than “Nut Free” or “Allergy Table” which is more negative.
- With parental cooperation, create standard procedures for identifying children with food allergies. For example, a recent picture of each child could be kept in a location that is not visible to other children or the public. Procedures must follow the requirements in FERPA.
- Report mistakes such as cross-contact with an allergen or errors in the ingredient list or menu immediately to administrators and parents.

Transportation

- Train transportation staff in how to respond to food allergy emergencies.
- Have rapid access to epinephrine auto-injectors in cases of food allergy emergency and train staff to use them.
- Encourage children to wash hands before and after handling or consuming food.
- Do not allow food to be eaten on buses except by children with special needs such as those with diabetes.

Off Campus Trips

• Lower School

The Nurse will maintain a list of students with severe allergies and Individualized Care Plans for all students identified with severe allergies. The Care Plans should be carefully reviewed

The Brook Hill School Health Manual

noting students requiring prescribed emergency medication. The staff will be sure that each student takes their own emergency medication on all field trips. A copy of the student's

Individual Care Plan will be taken on the field trip. If eating occurs during transit, there will be assigned seating as necessary to support the safety of the individual student.

• Middle and Upper School

All Health Forms should be carefully reviewed by the faculty member in charge of the field trip. The faculty member in charge should note all students requiring prescribed emergency medication and obtain a copy of the student's Individual Care Plan and a first aid kit (includes spare Epi-pen). The at-risk student will not be allowed to leave the property without his/her emergency medications.

If eating occurs during transit, there will be assigned seating as necessary to support the safety of the individual student.

• Athletes on or off property

In addition to having a copy of the first page of the athlete's Brook Hill/TAPPS Physical Form, at the beginning of each season the trainer/school nurse will give the coaches a roster of the athlete medical alerts on their team. Athletes will be required to give the coach their emergency medication to hold during a practice or competition whether on Brook Hill property or an opponent's field. Athletes may not practice or participate without emergency medication on the field of play or on the bus when traveling to an away game. If eating occurs on the bus, the trainers or coaches will encourage seating to support the safety of the individual student. Brook Hill trainers will carry a back-up Epi-pen.

• General Instructions

- Do not exclude children with food allergies from field trips, events, or extra-curricular activities.
- When planning a field trip, find out if the location is safe for children with food allergies.
- Identify special needs before field trips or events.
- Invite, but do not require, parents of children with food allergies to accompany their child in addition to the regular chaperons.
- Make sure that events and field trips are consistent with food allergy policies.
- Package meals and snacks appropriately to prevent cross-contact.
- Encourage children to wash hands before and after handling or consuming food.

• Physical Education and Recess

- Do not exclude children with food allergies from physical education or recess activities.
- Encourage hand washing before and after handling or consuming food.
- Have rapid access to epinephrine auto-injectors in cases of food allergy emergency and train staff to use them.

The Brook Hill School Health Manual

E. Professional Development and Training for School Personnel

Severe Allergy/ Anaphylaxis awareness and education is part of Brook Hill's annual professional development training for school personnel. The goal is that staff may be effective in supporting students with severe allergies and responding to an emergency. The training will include the following:

- Basic information regarding the signs, symptoms, and risks associated with severe allergies and anaphylaxis.
- Awareness of food and non-food items (e.g. art or craft supplies, stings, medications) that might present risk.
- Basic food handling procedures, including proper hand washing, sharing of utensils and food in all school environments, and cleaning and sanitizing surfaces to prevent cross contamination.
- Bullying prevention, including the responsibility to address harassment and enforce consequences.
- Skill instruction and practice on how to administer epinephrine in an emergency situation.
- Epi-Pens are stocked in the Nurse's Office on both the Upper and Lower Campus.

F. Awareness Education for Students and Parents Including Resources

Food Allergy Awareness education is part of Brook Hill's annual Food Allergy Awareness Training that takes place during the month of October. Our students and their families will receive educational materials based on the principles of the **TEAL Pumpkin Project**. This information will include:

- Information to increase awareness of food allergies and how to take precautions to reduce the risks in a school environment
- Coloring pages and stickers related to Food Allergy Education for our younger students
- Information related to potential allergens and the signs, symptoms, and potential for a life-threatening reaction.
- Alternate, non-food treat options for parties and re-wards
- Information to increase awareness of food and non-food items (e.g. art or craft supplies stings, medications) that might present risk.
- Basic food handling procedures, including proper hand washing, sharing of utensils and food (in all school environments), and cleaning and sanitizing surfaces to prevent cross contamination.
- Bullying awareness, including encouragement to report any harassment related to food allergies to appropriate school personnel.

SEE INDIVIDUAL SEVERE ALLERGY CARE PLAN ATTACHED BELOW

The Brook Hill School Health Manual
Individualized Health Care Plan
Severe or Life Threatening Allergies

ALLERGIC TO: _____

Student Name: _____ **Date of Birth:** _____

Does student have Asthma? *Yes / No * Yes places student at a higher risk for severe reactions

SIGNS OF SEVERE ALLERGIC REACTION OR ANAPHYLAXIS

SYSTEM	SYMPTOM
Mouth	itching & swelling of lips, tongue or mouth
Throat	itching, sense of tightness, hoarseness or hacking cough
Skin	hives, itchy rash, or swelling about the face or extremities
Gastrointestinal	nausea, abdominal cramps, vomiting or diarrhea
Lungs	shortness of breath, repetitive coughing, and or wheezing
Heart	thready pulse, passing out

THE SEVERITY OF SYMPTOMS CAN CHANGE QUICKLY!

DO NOT HESSITATE TO CALL EMS

ALL OF THE ABOVE SYMPTOMS CAN LEAD TO A LIFE-TREATENING SITUATION

ACTION FOR MINOR REACTION

If my child demonstrates these symptoms: _____ Give: _____

Then call: Mother's cell #: _____ Father's cell#: _____ Physician's # _____

IF CONDITION DOES NOT IMPROVE WITHIN 10 MINUTES, FOLLOW THE PLAN BELOW

ACTION FOR MAJOR REACTION

If ingestion of allergen is suspected and symptoms are: _____

GIVE IMMEDIATELY: _____

THEN CALL EMS

Then call: Mother's cell #: _____ Father's cell#: _____ Physician's # _____

Additional Emergency Contacts and #s: _____

Parent Signature: _____ **Physician Signature:** _____

Students with multiple allergies should use one form for each food or allergen