



Round Rock Christian Academy Allergy Management Policy

Effective August 2011

Allergy Management Policy

Round Rock Christian Academy is committed to providing a safe and nurturing environment for students. The school understands the increasing prevalence of life threatening allergies among school populations. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, Round Rock Christian Academy is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment for all students. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

The goals for allergy management include:

1. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening allergies across all transitions (PreK-12).
2. To maintain the health and protect the safety of children who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
3. 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.

It is the policy of RRCA to provide all students, through necessary accommodations where required, the opportunity to participate in all school programs and activities. Accordingly, the staff is to act affirmatively and work closely with parents to assure that the needs of children with documented allergies are taken into consideration in planning of school programs.

Life-Threatening Allergy Guidelines

BACKGROUND

- Allergic food reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. This protocol is to be used for students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergic response occurs
- Students who have a life-threatening allergy should have a minimum of two EpiPens on site. The epinephrine will be used in emergencies for students known allergies when on rare occasions when their personal emergency medication is found to be flawed.
- Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure. Foods that most commonly cause anaphylaxis, a life threatening allergic reaction, are peanuts, tree nuts, shellfish, milk, wheat, soy, fish, and eggs. These severe allergic reactions can occur within minutes of ingestion or a reaction can be delayed for up to two hours. Some reactions are “biphasic” in nature with an initial period of symptoms, a symptom free period of 2-3 hours followed by severe shock-like symptoms. At present there is no cure for food allergies and avoidance is the key to preventing reactions. Exposure may occur by eating the food or food contact.

MEDICATIONS

- The most commonly prescribed medications for the treatment of anaphylaxis are: Epinephrine – Brand names include, but are not limited to EpiPen® or EpiPen Jr® auto injectors. Parents usually bring epinephrine to school in the form of an EpiPen® (0.3 mg) or EpiPen Jr® (0.15 mg) auto injectors.

CARE PLAN CONSIDERATIONS/OPTIONS

- There are a variety of student accommodation and care plans that are appropriate to use for students in our schools that experience health conditions that may impact a student’s school day and academic program. The plans that are most often seen are:
- **Allergy Action Plan** – a plan completed by the student’s licensed physician designed for use by both nursing and school personnel. It outlines the care that a student could need in an emergency situation and used as a guide to respond to a student who is experiencing a potentially critical situation.
- **Individual Healthcare Plan for Accommodations** – A document developed by the nursing staff in collaboration with parents and the school team to identify reasonable accommodations for the child’s needs throughout the school day.

Responsibilities of the Parent/Guardian of an Anaphylactic Student

1. Each parent/guardian of their child with a Life-Threatening Allergy shall have the following expectations:
2. Teach your child to:
 - a. Recognize the first symptoms of a food allergic/anaphylactic reaction.
 - b. Communicate with school staff as soon as he/she feels a reaction is starting. Carry his/her own epinephrine auto-injector when appropriate.
 - c. Not share snacks, lunches, drinks or utensils.
 - d. Understand the importance of hand washing before and after eating.
3. Take responsibility for his/her own safety. As children get older, teach them to:
 - a. Encourage self-advocacy of the seriousness of the allergy to adults and peers.
 - b. Communicate symptoms as soon as they appear to the school nurse and teacher.
 - c. Encourage education on label reading and ingredient safety.
 - d. Administer his/her own epinephrine auto-injector and be able to train others in its use.
 - e. Develop awareness of their environments, including allergy-controlled zones and to practice age appropriate behavior regarding health and safety.
4. Inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after diagnosis). **All food allergies must be verified by documentation from physician.**
5. Work with the school team collaboratively to develop the Individual Health Plan for Accommodations and provide an **Allergy Action Plan**. Medical information from the child's treating physician must be provided as needed to write the Plans.
6. The Plan should also promote increasing age-appropriate independence (ages 8 -18) as the student grows and matures. In determining age-appropriate independence the student's level of autonomy and their ability to function autonomously is considered.
7. Complete and submit all required medication forms.
8. A physician signature is required on district allergy action plans and self-administration plan.
9. **Sign release for school personnel to consult with family physician/allergist and all medical providers.**
10. Provide the school with current cell phone number and maintain updated emergency contact numbers and medical information.
11. Provide the school nurse with up-to-date emergency medications (including Epinephrine) so they can be placed in all required locations for the current school year. Medications will comply with the district medication policy of proper labeling and expiration.
12. To consider providing a medical alert bracelet for your child. www.medicalalert.org
13. Provide Epinephrine on field trips.
14. To go on your student's field trips if requested.
15. To provide "safe snacks for your student's classroom so there is always something your child can choose from during an unplanned special event.

16. Encourage child to wash hands before and after handling food. Encourage child to identify the allergy controlled zone when eating and to utilize easy access to soap in or near classrooms.
17. Inform the school of any changes in the child's Life-threatening Food Allergy status.
18. Provide the school with the physician's statement if the student no longer has food allergies.

EXPECTATIONS OF STUDENT

Each student with a Life-Threatening Allergy shall be expected:

1. To develop a relationship with the school nurse and/or another trusted adult in the school to assist in identifying issues related to the management of the food allergy in the school.
2. To use proper hand washing before and after eating and throughout the school day.
3. To avoid sharing or trading of foods or eating utensils with others. Take responsibility for avoiding food allergens.
4. To not eat anything with unknown ingredients or known to contain any allergen.
5. To avoid putting anything in mouth such as writing utensils, fingers, or other foreign object.
6. To be proactive in the care and management of their food allergies and reactions based on their developmental level. Learn to recognize personal symptoms.
7. To notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
8. To keep emergency epinephrine with the student, in the nurse's office or in the classroom. If the student is authorized to carry the emergency medication with them at all times, he/she will demonstrate responsibility of this practice by completing the skills checklist with the school nurse (found in the appendix within the Epinephrine Self-Administration Authorization packet for Anaphylaxis).
9. To develop an awareness of their environment and their allergy-controlled zones.
10. To know the overall Individual Healthcare Plan and understand the responsibilities of the plan.
11. To develop greater independence to keep themselves safe from anaphylactic reactions.

RESPONSIBILITIES OF SCHOOL ADMINISTRATION

Round Rock Christian Academy Administration shall ensure the following:

1. Have available the appropriate allergy forms to the parent and explain that the required forms must be returned and approved by the school nurse prior to the child attending school.
2. Meet with parents and listen to their needs and concerns.
3. The HIPAA Compliant Authorization for Exchange of Health & Education Information will be presented to parents for signature to provide needed communication between the supervising physician and school for effective implementation of the plan.
4. Establish a core team comprised of Parent, Principal, Teacher, Student, Nurse and other personnel deemed necessary to make decisions about food allergies.
5. Create an emergency action plan for addressing life-threatening food-based allergic reactions after consulting with the school nurse, student's parent(s)/guardian(s), and physician.
6. Ensure school wide in-service training and education on reducing life-threatening allergy risks, recognizing food allergy symptoms, and emergency procedures for appropriate staff to include, but not limited to the following topics:
 - a. A description/definition of severe allergies and a discussion of the most common foods causing allergic reactions.
 - b. The signs and symptoms of anaphylaxis.
 - c. The correct use of an EpiPen.
 - d. Specific steps to follow in the event of an emergency.
 - e. In addition, parent/staff severe allergy educational meetings may be scheduled as medical personnel are available.
7. Reinforce a no-food and no-utensil trading /sharing best practice will be encouraged. A sign shall be posted informing students that they are expected to neither trade nor share food or utensils.
8. Ensure that the School Nurse in consultation with the physician will prepare and sign off on the Allergy Action Plan.
9. Establish life-threatening allergy safe zones as needed. These zones will be cleaned and sanitized as per protocol.
10. Ensure the Individual Health Plan is available in the nurse's office and in a student's homeroom at the elementary levels and each teacher at the secondary level.
11. When appropriate, enforce students are allowed and encouraged to carry their Epinephrine on them, as allowed by the school's Administration of Medication Policy and Self- Administration Epinephrine Authorization Plan.
12. Ensure that information is in an organized, prominent and accessible format for a substitute teacher. A bright colored label will be on the outside of sub folders (MEDICAL ALERT).
13. When appropriate, familiarize teachers with the Individual Health Plan of their students and any other staff member who has contact with student on a need-to-know basis.
14. Establish procedures to ensure letters to all parents of children assigned to a classroom where one of the students has been identified as having a Life-Threatening Allergy (PK-5) and school- wide for secondary students. This will be carried out in accordance with patient confidentiality regulations.
15. The school's emergency protocol on Life-Threatening Allergies will be posted in appropriate locations, i.e. nurse office, main office and other areas as designated.
16. Notify staff of the locations of Epinephrine's in the school.

17. A contingency plan will be in place using designated staff and understood by all staff and students in the event the nurse is not in the office or in the building. Staff will call 911 in all instances of Epinephrine administration.

RESPONSIBILITIES OF SCHOOL HEALTH PROFESSIONALS

The school nurse is the primary coordinator of each student's life-threatening allergy plan.

Each school nurse will have the following responsibilities:

1. Meet with parent/guardian(s) of a student with a Life-Threatening Allergy to develop an Individual Health Plan, which may include the use of MEDIC-ALERT bracelets and other methods of identification for students with Life-Threatening Allergies.
2. Maintain updated AAP/Individual Health Plan in the nurse's office, in the classroom when appropriate, and with Epinephrine's that are carried by identified students. The emergency action plans will also travel with the Epinephrine's on school sponsored field trips.
3. Assist the principal in providing information about students with Life-Threatening Allergies to staff where there is a need-to-know basis.
4. In conjunction with the principal, provide in-service training and education for staff regarding Life-Threatening Allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the Epinephrine.
5. Familiarize teachers/substitutes with the Individual Health Plan of their students and any other staff member who has contact with student on need-to-know basis.
6. Educate with parents the appropriate locations for storing the Epinephrine and the possibility of receiving more than one Epinephrine as necessary. Locations for storage will follow the manufacturer's guidelines for avoidance of light and extreme temperatures.
7. Inform the school principal and parent/guardian if any student experiences an allergic reaction that has not been previously diagnosed.
8. Contingency plan will be in place in the event the nurse is not in the building utilizing trained and identified back-up personnel.

RESPONSIBILITIES OF TEACHERS

Each teacher shall have the following responsibilities:

1. Knowledge of the signs and symptoms of severe allergic reaction as provided in the student's health care plan, and be aware of and implement the emergency plan if a reaction is suspected.
2. Review the Individual Health Plan in a setting with the nurse of any student in your classroom with life-threatening allergies along with relevant staff members.
3. Participate in in-service training about students with life-threatening allergies including demonstration on how to use the Epinephrine.
4. In collaboration with the nurse will set a classroom protocol regarding the management of food in the classroom. This protocol will be communicated by the teacher to the students and parent(s) of the affected class.
5. Notify parents by written communication of any school related activity that requires the use of food in advance of the project or activity (K-5). Learning activities will be controlled as much as possible. Limit use of food for instructional lessons.

6. Collaborate with administration and nurse to send out letters to all parent(s)/guardian(s) of students in a class with an individual with a Life-Threatening Allergy announcing potential food use instructionally.
7. Reinforce appropriate classroom hygiene practices/hand washing before and after eating.
8. Follow Allergy Action Plan and call 911 when life-threatening allergy related symptoms occur.

RESPONSIBILITIES OF NUTRITION SERVICES

The nutrition services department shall:

1. Provide in-service to nutritional service employees regarding safe food handling practices to avoid cross contamination with potential food allergens.
2. Food service employees will wear non-latex gloves. Gloved hands will be washed or changed during extended use to avoid cross contamination with potential food allergens.
3. Maintain a list of students with food allergies within the food service area with a photo of the student wherever possible. (not for public viewing)
4. Maintain knowledge of which food products contain allergens.
5. Provide allergen-safe zones at schools.
6. Participate in in-service training for students with life-threatening allergies including demonstration of Epinephrine use.

RESPONSIBILITIES OF PERSONS IN CHARGE OF CONDUCTING AFTER-SCHOOL ACTIVITIES

Person(s) in charge of extracurricular programs shall have the following responsibilities:

1. The Allergy Action Plan will be available for parents to copy and give to others who assume responsibility for their child. Personnel may include:
 - a. Before or after school activity instructors
 - b. Coaches
 - c. Child Care
 - d. Overnight chaperones
 - e. Clubs, programs, or sports will maintain a list of students with severe life-threatening allergies. These individual programs will be responsible for obtaining this information from parent(s).
2. School employees will participate in in-service training about students with life-threatening allergies including demonstration of Epinephrine use.

RESPONSIBILITIES DURING RECESS AND PHYSICAL EDUCATION CLASSES

During recess and physical education classes for a student with a Life-Threatening Allergy, the school shall have the following responsibilities:

1. Children will be under the supervision of at least one adult. Epinephrine Packet will be taken outside if specified in the child's Allergy Action Plan/Individual Health Plan. The epinephrine will be carried by the student with a completed Epinephrine Self-Administration Packet for Anaphylaxis.
2. Emergency communication device (cell phone) will be accessible and functional.

RESPONSIBILITIES ON FIELD TRIPS

The school shall have the following responsibilities when a student with Life-Threatening Food Allergy attends field trips:

1. On field trips consideration given for avoiding food allergen exposure, and parental attendance may be requested.
2. Meals of children with food allergies should be stored separately to minimize cross-contamination.
3. An in-serviced trained employee such as the classroom teacher will accompany the class on the field trip and will maintain each applicable student's Epinephrine and will follow the child's Allergy Action Plan.
4. Copies of student's Allergy Action Plan will be carried on all field trips.
5. Staff will call 911 in all instances of Epinephrine use. Parent(s) will be notified.

KEY POINTS FOR PARENTS, STUDENTS AND STAFF

- **You are never alone.** It takes a team to ensure the best for our students. Help is usually a phone call away.
- **Educate, Educate, Educate.** This is an ongoing process that changes with the students' needs and as the staff changes. Food bans do not work because it creates a false sense of security. Today, processed foods contain trace amounts of food items that are not always identified on the food label. The best plan is to educate our school community about the issues that face students with life threatening allergies.
- **Special events/Non-routine days.** The greatest risk for a life threatening allergic reaction exists when the normal routine is broken. Examples are classroom parties, field trips, a substitute teacher, and after school events. **Be Prepared.** Always have the Allergy Action Plan (AAP) available and think ahead to prevent possible exposures to a food allergen.
- **Symptoms vary greatly. Call 911** when uncontrolled anaphylactic symptoms occur or if ingestion is strongly suspected. Use emergency medication (i.e. Epinephrine) if needed and follow the AAP
- **Be safe, not sorry!** Take all complaints from children with food allergies very, very seriously. It is important to respect the needs and rights of each student.
- A child with a life threatening food allergy should **NEVER eat unexamined food.**
- In the event a student has an allergic reaction at school, **call 911 and administer emergency medication** (i.e. antihistamine and Epinephrine) as ordered by the student's physician. Key staff members should be trained to use emergency medications and know the location of those medications at school and on any special function. **If epinephrine (Epinephrine) is used, the student should be taken to the hospital for evaluation even if the allergic reaction symptoms subside.** The administrator, nurse and parent/guardian should be notified as soon as feasible. 911 should be called for all suspected food allergy reactions. No one can predict how a reaction will progress. A mild reaction can blossom into a full blown anaphylactic reaction very quickly or over several hours. A reaction can also appear to subside or even appear to be under control and can blossom again into a more severe reaction.
- **Cross contamination.** It only takes a trace amount of the food protein to cause an allergic reaction. To prevent exposure to an allergen, **hand washing** and **washing of surfaces** (tables, chairs, mixing bowls, etc.) where an allergen has been used is necessary. Soap and warm water are most effective for cleaning surfaces.

Be prepared! Know your plan!

Sample Parent Letter

Date

Dear Parents,

This year at Round Rock Christian Academy we have many students with food allergies and a few students who have a life-threatening peanut allergy. Students have been provided with information on food allergies and ways they can keep their friends safe at school. Classroom teachers and staff have been provided a foods to avoid list. Round Rock Christian Academy staff is working hard to control allergen exposure in the classroom as much as possible so please check with teachers prior to sending in snacks and always include the packaging.

In addition, our lunchroom will have a designated allergy-controlled zone. Any student may sit at that table provided they are not eating peanut butter or a nut product.

If your child has any special food need and you have not made the school aware, please call the school nurse at 512-255-4491. Thank you in advance for your cooperation, as we work together to keep our school safe for all students.

Sincerely,

Rebecca Blausen
Head of School

Keilah Thompson, RN
School Nurse

**Round Rock Christian Academy
Allergy Action Plan**

Allergy To: _____

Student's Name: _____ D.O.B. _____ Teacher: _____

Asthmatic: ___ Yes* ___ No *Higher risk for severe reaction

STEP 1: Treatment Signs of an Allergic Reaction

Systems	Symptoms	Give Checked Medication
Mouth	Itching and swelling of lips, tongue or mouth	___ Epinephrine ___ Antihistamine
Throat*	Itching and/or sense of tightness in throat, hoarseness, and hacking cough	___ Epinephrine ___ Antihistamine
Skin	Hives, itchy rash, and/or swelling on the face or extremities.	___ Epinephrine ___ Antihistamine
Gut	Nausea, abdominal cramps, vomiting and/or diarrhea	___ Epinephrine ___ Antihistamine
Lung*	Shortness of breath, repetitive coughing, and /or wheezing.	___ Epinephrine ___ Antihistamine
Heart*	"thready" pulse, passing out	___ Epinephrine ___ Antihistamine
Other	_____	___ Epinephrine ___ Antihistamine

The severity of the symptoms can change quickly. *All above symptoms can potentially progress to a life-threatening situation.

Dosage

Epinephrine: inject intramuscularly (circle one) Epi Pen Epi Pen Jr Other _____

Antihistamine: give _____
(Medication/dose/route)

Other: _____
(Medication/dose/route)

IMPORTANT: Asthma inhalers and/or antihistamines cannot be depended on to replace epinephrine in anaphylaxis.

STEP 2: Emergency Calls

1. Call 911 - State that an allergic reaction has been treated and additional epinephrine may be needed.
2. Keilah Thompson Cell Number: 214-435-3426
3. Dr. _____ Phone Number: _____
4. Parents _____ Phone Number(s): 1) _____ 2) _____

Emergency Contacts: Name/Relationship Phone Number(s)

a. _____ 1) _____ 2) _____

b. _____ 1) _____ 2) _____

In the event that the parent cannot be reached, do not hesitate to medicate or take child to medical facility.

Parent Signature _____ Date _____

Doctor Signature _____ Date _____

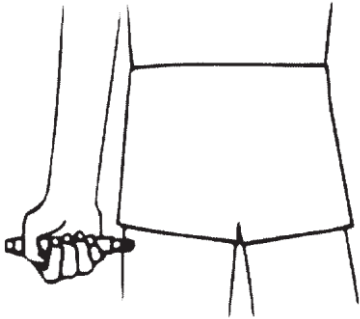
EPIPEN® AND EPIPEN® JR. DIRECTIONS

Remove EpiPen® from container.

Pull off activation cap.



Hold tip near outer thigh (always apply to thigh).



Swing and jab firmly into outer thigh until Auto-Injector mechanism functions. Hold in place and count to 10.

Massage the injection area for 10 seconds.

Call 911. State that an Allergic reaction has been treated and additional epinephrine may be needed.

The EpiPen® unit should be placed back into the container and taken with you to the Emergency Room.

EPINEPHRINE MEDICATION SELF-ADMINISTRATION FORM

Student Name: _____ Grade: _____ School Year: _____

Round Rock Christian Academy provides for students to carry and self-administer life-saving medications when the following criteria are met:

- (1) A licensed physician prescribed or ordered the medication for use by the child and instructed such child in the correct and responsible use of the medication.
- (2) The child has demonstrated to the child's licensed physician or the licensed physician's designee, and the school nurse, if available, the skill level necessary to use the medication and any device necessary to administer such medication prescribed or ordered.
- (3) The child's physician has approved and signed a written treatment plan for managing asthma or anaphylaxis episodes of the child and for medication for use by the child. Such plan shall include a statement that the child is capable of self-administering the medication under the treatment plan.
- (4) The child's parent or guardian has completed and submitted to the school any written documentation required by the school, including the treatment plan required in (3) above and the liability statement required in (5) below.
- (5) The child's parent or guardian has signed a statement acknowledging that the school and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the child or the administration of such medication by school staff.

MEDICATION NAME _____ Dose _____ Time or Interval _____

Route/Inhalation device _____ Instructions _____

MEDICATION NAME _____ Dose _____ Time or Interval _____

Route/Inhalation device _____ Instructions _____

ALLERGIES: List known allergies to medications, foods, or air-borne substances

I, _____ the parent or legal guardian of the student listed above, give permission for this child to carry and self-administer the above listed medications. I have instructed my child to notify the school staff anytime this device is used. I understand that, absent any negligence, the school shall incur no liability as a result of any injury arising from the self-administration of medication by my child.

Signature of parent _____ Date _____

Home phone: _____ Cell phones: _____

Emergency Contact:

Name: _____ Phone #'s: _____

I, a licensed physician, certify that this child has a medical history of severe allergic reactions, has been trained in the use of the listed medication, and is judged to be capable of carrying and self-administering the listed medication(s). The child should notify school staff anytime the medication/injector is used. This child understands the hazards of sharing medications with others and has agreed to refrain from this practice.

Signature of Health Care Provider _____ Date _____

Name of Health Care Provider _____ Phone: _____

School Nurse Signature _____ Date _____

Notice to All Substitutes

*****IMPORTANT*****

Dear Substitute Teacher,

The students listed below in this class have severe life-threatening food allergies. Please maintain the food allergy avoidance strategies that we have developed to protect these students.

Should a student ingest, touch or inhale the substance to which they are allergic, (the allergen), a severe reaction (anaphylaxis) may follow requiring the administration of epinephrine (Epi-pen®).

The Allergy Action Plan, which states who has been trained to administer epinephrine, is located in your substitute folder. Epinephrine is a life-preserving medication and should be given in the first minutes of a reaction.

Please treat this information confidentially to protect the privacy of the students. Your cooperation is essential to ensure their safety. Should you have any questions please contact the school nurse at 512-255-4491.

Students

Allergies

Our staff is trained in how to respond to students with food allergies in the event of an accidental exposure, but prevention is the most important action we can all take. To help reduce the risk of exposure for students with severe allergies, please:

1. Wash your hands after eating or touching any foods.
2. Do not eat or bring any food items into classrooms or specials classrooms without first checking with the teacher of that room.
3. Observe the signs posted in areas that indicate that no nuts or other allergens are allowed in those areas.
4. Do not offer food to any student.
5. Children should not engage in sharing of food.

Thank you,

Rebecca Blauser
Head of School