

_____ SCHOOL

Managing Peanut/Tree Nut Allergies in _____ County Public Schools

The staff at _____ School will fully implement this Voluntary Agreement, beginning _____ 200_ for the 200_ – 200_ school year.

B.1 Letter was submitted previously as a separate document

B.2. Managing Peanut/Tree Nut Allergies in UCPS

The following outlines the actions that will be taken to ensure the PTA student(s) are provided a free appropriate public education, which includes establishing and implementing Section 504 Plans that include the following procedures and protocols as appropriate.

a. Policies, Procedures, and /or Protocol – Risk Management

1. Classroom

- Teachers and staff responsible will have access to a telephone for emergency communication.
- A current epinephrine by auto-injector will be readily accessible, and an adult staff member onsite will be trained in its use.
- A letter, written by the principal, will be given to the parent(s) of each student who attends the August Open House. The same letter will be sent home with each student in the classroom on the first day the student attends school. This letter will inform parents/guardians of the severe peanut/tree nut allergy suffered by student(s) in the classroom and of the peanut/tree nut free status of the classroom.
- A "safe food list" will be created by the parent and/or PTA's physician and will accompany the letter from the principal.
- Peanut/tree nut products will be banned from the classroom. This requirement is applicable to:
 - Lunches packed from home.
 - Lunches brought into the cafeteria from area restaurant.
 - Snacks and/or refreshments – from home or provided by any school personnel.

- The classroom teacher and/or PTA's parent will provide "safe snacks" to be kept in the classroom. If any student brings an allergen containing snack, the teacher will take it, send it to the office, and replace it with a "safe snack."
 - The principal (or designee) will contact the parent of the student who brought an unacceptable snack to request compliance with peanut/tree nut free status in the classroom.
 - Parents must prearrange with the classroom teacher if they wish to celebrate a child's birthday during the school lunch period. If parents provide birthday treats (food) for their child at lunch, they will be required to provide:
 - Food item prepared by the cafeteria staff.
 - Food item from the "safe food list."
 - Students will wash their hands with soap and water upon entering the classroom each morning.
 - Anytime the student(s) with peanut/tree nut allergy leaves the classroom, he/she will be accompanied by his/her teacher or another responsible adult who is aware of the allergy condition. This will include, but is not limited to: fire drills, tornado drills, gang restrooms, assembly programs, recess and fieldtrips.
2. Cafeteria
- Teachers and staff responsible will have access to a telephone for emergency communication.
 - A current epinephrine by auto-injector will be readily accessible, and an adult staff member onsite will be trained in its use.
 - The cafeteria personnel will not serve any food items containing peanuts, tree nuts, or by-products of either.
 - The school will establish a Peanut/Tree Nut-Free Zone by designating tables as the "Peanut/Tree Nut Tables." Any student bringing a food product for lunch, which contains peanut/tree nuts, will be required to sit at the designated table.
 - Students sitting at the "Peanut/Tree Nut Tables" will be required to wipe their hands with antiseptic wipes before leaving the table.
 - All students will wash their hands with soap and water immediately upon leaving the cafeteria after lunch.
 - School personnel will be responsible for washing the lunchroom tables after each class leaves. The "Peanut/Tree Nut Tables" will be washed with a designated cloth.

3. Media Center
 - Teachers and staff responsible will have access to a telephone for emergency communication.
 - A current epinephrine by auto-injector will be readily accessible, and an adult staff member onsite will be trained in its use.
 - Teachers and staff responsible for conducting instruction in the media center will wipe with antiseptic wipes one table and chair, where the PTA will sit, before the PTA enters.
4. Computer Lab
 - Teachers and staff responsible will have access to a telephone for emergency communication.
 - A current epinephrine by auto-injector will be readily accessible, and an adult staff member onsite will be trained in its use.
 - Teachers and staff responsible for conducting instruction in the computer lab will wipe one table, chair and keyboard, where the PTA will sit, with antiseptic wipes before the PTA enters.
5. Gymnasium
 - Teachers and staff responsible will have access to a telephone for emergency communication.
 - A current epinephrine by auto-injector will be readily accessible, and an adult staff member onsite will be trained in its use.
6. Art Room
 - Teachers and staff responsible will have access to a telephone for emergency communication.
 - A current epinephrine by auto-injector will be readily accessible, and an adult staff member onsite will be trained in its use.
 - Teachers and staff responsible for conducting instruction in the art room will wipe one table and chair, where the PTA will sit, with antiseptic wipes before the PTA enters.
7. Music Room
 - Teachers and staff responsible will have access to a telephone for emergency communication.
 - A current epinephrine by auto-injector will be readily accessible, and an adult staff member onsite will be trained in its use.

- Teachers and staff responsible for conducting instruction in the art room will wipe one table and chair, where the PTA will sit, with antiseptic wipes before the PTA enters.
8. Recess – Playground
- Teachers and staff responsible for supervision of the PTA will take a walkie-talkie when taking the PTA onto school grounds (recess, physical education, Field Day, etc.), outside of the school building.
 - A current epinephrine by auto-injector will be readily accessible, and an adult staff member onsite will be trained in its use.
 - Teachers and staff responsible for conducting instruction in the art room will wipe one table and chair, where the PTA will sit, with antiseptic wipes before the PTA enters.
9. Bus
- Enforce rule of no eating on the school bus.
 - The PTA student(s) will be assigned one of the front two seats, directly behind the driver.
 - The school will provide antiseptic wipes for the bus driver to thoroughly wipe the PTA student's seat in the mornings before beginning the route and in the afternoons, prior to loading students on the bus.
 - The PTA will carry an EpiPen Jr. in his/her book bag, to be used in the event of an allergic episode.
 - In the event of an emergency, the bus driver will contact the school by radio.
10. Fieldtrips
- When the classroom teacher is planning a fieldtrip, he/she must determine that the location of the fieldtrip will not provide any access to peanut/tree nuts.
 - The teacher coordinating the fieldtrip will be required to investigate the fieldtrip destination and perform an "allergen risk assessment" with the parent well in advance of the fieldtrip to prevent risk of exposure to the offending allergen.
 - The parent(s) of the PTA student will be encouraged to accompany the students on the fieldtrip. They will be allowed to ride the bus with the student.
 - The teacher (or parent, if applicable) will have in his/her possession the Medicine Pack for the PTA student.

- If the parent(s) do not accompany the student, the teacher will sit with the student on the bus, or in the seat directly across the aisle from the PTA student(s).
- If the parent(s) do not accompany the student on the fieldtrip, the teacher must assign the PTA student to his/her group.
- If the fieldtrip length requires snacks or lunch off the school campus, the teacher will ensure the snacks and lunch products contain no peanuts/tree nuts. If the students purchase lunch (other than a school lunch), the teacher must determine, in the planning stages of the trip, and that the location where the lunch is purchased is free of peanuts/tree nuts.
- The Emergency Healthcare Plan will be reviewed prior to each fieldtrip.

11. Extracurricular/School-Related Activities

- As part of the facility rental process, the applicant will be required to sign a statement verifying that the no member of the group will bring any peanuts, tree nuts, or by-products of either into the school.
- There will be no peanuts, tree nuts, or by-products of either brought into the school for any PTO function.

b. Emergency Response Procedures for PTA-related Reactions

1. Proper Handling and Administration of Epinephrine

- THE MEDICINE PACK
 - a. The Medicine Pack will contain:
 - EpiPen Jr.
 - Liquid Antihistamine, with a measuring utensil.
 - Emergency Response Protocol.
 - b. The Medicine Pack will hang on a hook located by the inside classroom door.
 - c. The Medicine Pack will remain with the child at all times throughout the school day: regular classroom, specials, recess, lunch, assemblies, fire drills, etc.)
 - d. Anytime the student leaves the classroom (must always be with a responsible adult), the Medicine Pack will always be held by a responsible adult who is in charge of the student.
 - e. Each "special area classroom" will have a hook where the Medicine Pack will be located.

- f. Additional emergency medicines, including EpiPen Jr.s and antihistamine that are not kept in the Medicine Pack, will be housed in the locked cabinet located in the school health room.
 - g. Keys to the locked cabinet will be located: on the top of the cabinet, in the principal's office, in the assistant principal's office, and on a hook located inside the closet located in the school health room.
2. Staff Responsible for Emergency Response (in order of response)
- Classroom Teacher of PTA
 - Classroom Assistant of PTA
 - School Nurse
 - School Receptionist
 - School Administrator
 - School Counselor
- c. 1. Training of District Staff
- All Certified Staff in the Building will receive all of the training.
 - All Non-Certified Staff in the Building (teacher assistants, custodians, school food service, office staff, After-School personnel) will receive all of the training.
 - Bus Driver and Bus Substitutes will be trained by UCPS district-level personnel, (school nurses) as appropriate
 - Classroom Substitutes will be trained by UCPS district-level personnel, in conjunction with guidelines developed by Human Resources, (see attachment).
 - All parents of students attending the school will receive information regarding: Peanut/Tree Nut Allergy, label reading, proper hand washing, cross contamination and avoidance.
 - All students attending the school will receive information/training in: Peanut/Tree Nut Allergy, label reading, proper hand washing, cross contamination and avoidance
2. Frequency & Duration of Training
- a. School Staff
- Full Training: Before August 25, 2006 – Full Training will be 1 – 1 ½ hours
 - Booster Training in October, 2006 – Booster Training will be 45 minutes to one hour
 - Full Training: In January, 2007
 - Booster Training in April, 2007

- A video of the Full Training Session and the Booster Training Session will be made for viewing by those who are unable to attend the session.
- b. **Parents**
 - Training will begin with the August Newsletter and will occur throughout the school year to include: in each PTO Newsletter, each school newsletter, in monthly teacher newsletters, and on the school website (this list is not all inclusive)
- c. **Students**
 - Training will occur on:
 1. the first day of school
 2. anytime a new student enrolls in the classroom
 3. monthly
 4. other times as deemed necessary by the classroom teacher
- d. **Trainers**
 1. School Nurse and/or District Nurse
 2. Principal
 3. Parent(s) of PTA Student(s)
 4. Other Persons Knowledgeable of PTA Prevention, Reaction, and/or Response
- e. **Content of Training**
 1. Peanut/Tree Nut Allergy - anaphylaxis: definition, causes, symptoms, treatment
 2. Label Reading
 3. Proper Hand Washing
 4. Cross Contamination and Avoidance
 5. Effective Disinfecting of Surfaces (tables, desks, keyboard, bus seat)
 6. EpiPen Jr. Administration and Emergency Response
 7. Emergency Health Plans
 8. Notification to Parent(s)/Guardian(s) in the Event of an Allergic Reaction
- f. **Documentation of Training**
 - All School Personnel: Roster of Attendance, including name, position, and date of training.
 - Parents: Copies of all information sent home to parents will be kept on file in the Principal's Office
 - Students: Teachers will complete a form indicating the date(s) and type(s) of training for students.

2.d. Epinephrine Administration

1. During Regular School Hours
 - Classroom Teacher of PTA
 - Classroom Teacher Assistant of PTA
 - School Nurse
 - School Receptionist
 - School Administrator
 - School Counselor
2. During School-Related Activities at the School Not During Regular School Hours
 - PTA's Parent(s)/Guardian(s)
 - School Administrator
 - School Counselor

2.e. PTA-Related Responsibilities

1. PTA
 - a. Take as much responsibility as possible for avoiding allergens
 - b. Do not trade or share foods.
 - c. Wash hands before and after eating
 - d. Learn to recognize symptoms of an allergic reaction
 - e. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
 - f. Take more responsibility for allergies as age increases (refer to parent responsibilities outline)
 - g. Develop a relationship with the school nurse and/or other trusted adult in the school to assist in identifying issues related to the management of the allergy in school.
2. Parent(s)/Guardian(s) of the PTA
 - a. Inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after a diagnosis)
 - b. Provide the school with a reliable way to reach you (cell phone, beeper, etc.)
 - c. Provide a list of foods and ingredients to avoid.
 - d. Provide a list of "safe foods".
 - e. Consider providing a medical alert bracelet for your child.
 - f. Provide the school nurse with medication orders from the licensed provider.
 - g. Participate in developing the Individual Health Care Plan with the school nurse.

- h. Provide the school with up-to-date epinephrine auto-injectors.
- i. Provide the school nurse with the licensed provider's statement if student no longer has allergies.
- j. Attend scheduled 504 Meetings
- k. Provide "safe snacks" to be kept in the classroom so there is always something your child can choose from during an unplanned special event
- l. Be willing to go on field trips with your child, if requested.
- m. Teach your child to:
 - o Recognize the first symptoms of an allergic/anaphylactic reaction
 - o Know where the epinephrine auto-injector is kept and who has access to the epinephrine.
 - o Communicate clearly as soon as he/she feels a reaction is starting.
 - o Carrying his/her epinephrine auto-injector when appropriate.
 - o Not share food items with others.
 - o Understand the importance of hand-washing before and after eating.
 - o Take as much responsibility as possible for his/her safety.
 - o Report teasing, bullying, and threats to adult authority.
 - o Read labels.
 - o Administer own epinephrine auto-injector.

3. School Staff

- a. In addition to all duties previously indicated, including attending training and implementing all procedures/protocol, selected school staff must attend scheduled 504 meetings.

4. Members of the School-Level 504 Review Team

- a. School Nurse
- b. Classroom Teacher(s)
- c. First Responder
- d. School Administrator(s)
- e. School Counselor
- f. School Social Worker

5. Members of the Specific PTA 504 Team

- a. PTA's Parent(s)/Guardian(s)
- b. School Nurse
- c. Classroom Teacher of PTA

- d. Classroom Assistant of PTA
- e. School Administrator(s)
- f. School Counselor

B.3.a. **COMMUNICATION:** Distribute appropriate information to staff, parents and students on risk management initiatives to be implemented consistent with policies, procedures and protocols developed pursuant to voluntary agreement.

- a. A school newsletter, written by the principal, will be mailed to homes of all students enrolled at Antioch Elementary by August 18th. Included in the newsletter will be information regarding:
 - o The nature of a peanut/tree nut allergy.
 - o Description of anaphylactic shock.
 - o Reading labels appropriately.
 - o A request that all parents voluntarily refrain from sending/bringing any peanut/tree nut products into the school.
 - o Procedures required in all school areas due to the presence of students with the severe allergy.
- b. A school newsletter, written by the principal, will be sent home with each student on the first day of school. Included in the newsletter will be additional information regarding:
 - o The nature of a peanut/tree nut allergy.
 - o Description of anaphylactic shock.
 - o Reading labels appropriately.
 - o A request that all parents voluntarily refrain from sending/bringing any peanut/tree nut products into the school.
 - o Procedures required in all school areas due to the presence of students with the severe allergy.
- c. Updates regarding peanut/tree nut allergies and the resulting school procedures will be including in every school/PTO newsletter.
- d. Updates/flyers will be sent each nine-week grading period in the student report card.
- e. The Student-Parent Handbook will include a statement alerting parents to the policies that reference threats and harassment and the relationship of such to PTA students.
- f. Flyers available at the August 22nd Open House and in the school office will include:

- i. "Safe Foods List"
- ii. "Peanut/Tree Nut Allergy Alert" which includes all of the information contained in the newsletter mailed in August.

B.3.b. The Student-Parent Handbook will include a notice, alerting parents, students, and staff of the discipline policies that reference threats and harassment and the relationship of such to PTA students.