

## Voluntary Agreement: Managing Food Allergies in \_\_\_\_\_ County Public Schools

The staff at \_\_\_\_\_ School will fully implement this Voluntary Agreement, beginning \_\_\_\_\_, 2006, for the 200\_-200\_ school year.

B.1 [deleted from this sample]

### B.2. Managing Peanut/Tree Nut Allergies

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. Procedures and/or protocols governing PTA Risk Management

##### 1. Classroom

- a. A letter, written by the principal, will be sent home to the student's teammates alerting Parents/guardians of the severe peanut/tree nut allergy suffered by student(s) on their child's team. The letter will include:
  - The request that all students and parents voluntarily refrain from sending/bringing any peanut/tree nut products or by-products into \_\_\_\_\_ [school name] or to any school-related activities;
  - A statement of how bullying, harassment, or threatening of a student with a PTA will be disciplined according to the county policy for bullying, threatening, or harassment;
  - How \_\_\_\_\_ is addressing PTA's.
- b. If a safe food list is provided by the student's doctor or parent/guardian then it will accompany the above mentioned letter or be presented in later communication.
- c. Foods containing peanut/tree nut products will not be allowed to be opened/exposed or to be consumed in the student's classrooms.
- d. The teacher or adult-in-charge will wipe the student's desk or applicable area with antiseptic wipes before the student enters the classroom. Antiseptic wipes will be provided in all student-specific areas for student and teacher use.
- e. Team celebrations or lessons that involve food will adhere to the, "No peanut/tree nut products" strategy.
- f. Food brought in for other reasons than lunch must be pre-packaged with the Nutrition/Ingredient Label present or purchased through \_\_\_\_\_'s café's food production.
- g. Substitute teachers or other personnel (as needed) will be made aware of the student's allergies, medical plan, expectations of peanut/tree nut-free classrooms, and PTA strategies.
- h. Student will self-carry a liquid antihistamine and the prescribed EpiPen with him at all times.
- i. The student's teachers will be trained in recognizing symptoms of a PTA-exposure and Epi-Pen administration.

##### 2. Cafeteria

- a. The cafeteria personnel will not produce any meal items containing peanuts, tree nuts, or by-products of either.
- b. A "Nut-Free Zone" will be created and clearly designated in the cafeteria. This zone will be monitored by an adult who is aware of the student's allergies.

- c. The tables in the Peanut/Tree Nut-Free Zone will be washed between each lunch with a designated cloth according to the following Table Wiping Procedures:
  - Clean, sanitized, wrung-dry cloths will be placed on a tray or pan in the dish room window;
  - Students or teachers will pick up the clean cloths and wipe the tables when their classroom has finished lunch;
  - After the tables are wiped, students will place the soiled or used cloths on a tray or pan in a designated area away from the clean cloths;
  - The dish room person or designated cafeteria personnel will pick up the soiled towels and clean them by running them through the dishwasher;
  - The towels will be placed in clean sanitizer solution and then wrung-dry and placed in the dish room window for pickup by teacher or student to be used again for wiping tables.

*In the event the dishwasher is not working, the cloths will be cleaned using the three-sink method.*

- d. Persons bringing lunches containing peanut/tree nut products will be expected to wash their hands immediately after departure from the café.
- e. Student will self-carry a liquid antihistamine and the prescribed EpiPen with him at all times.
- f. Cafeteria personnel will be trained in recognizing symptoms of a PTA-exposure and Epi-Pen administration.

### 3. Media Center

- a. Foods containing peanut/tree nut products will not be allowed to be opened/exposed or to be consumed in the media center.
- b. The teacher or adult-in-charge will wipe a computer keyboard or applicable area with antiseptic wipes before the student uses such equipment. Antiseptic wipes will be provided in all student-specific areas for student and teacher use.
- c. Food brought in to the media center for reasons such as group meetings or celebrations must be pre-packaged with the Nutrition/Ingredient Label present or purchased through \_\_\_\_\_'s café's food production.
- d. Substitute media personnel or other personnel (as needed) will be made aware of the student's allergies, medical plan, expectations of peanut/tree nut-free area/equipment, and PTA strategies.
- e. Student will self-carry a liquid antihistamine and the prescribed EpiPen with him at all times.
- f. The media specialist and media specialist assistant will be trained recognizing symptoms of a PTA-exposure and in Epi-Pen administration.

### 4. Computer Lab/Classroom—

- a. Foods containing peanut/tree nut products will not be allowed to be opened/exposed or to be consumed in the computer lab/classroom.
- b. The teacher or adult-in-charge will wipe a computer keyboard or applicable area with antiseptic wipes before the student uses such equipment. Antiseptic wipes will be provided in all student-specific areas for student and teacher use.
- c. Food brought in to a computer lab/classroom must be pre-packaged with the Nutrition/Ingredient Label present or purchased through \_\_\_\_\_'s café's food production.
- d. Substitute teachers or other personnel (as needed) will be made aware of the student's allergies, medical plan, expectations of peanut/tree nut-free area/equipment, and PTA strategies.
- e. Student will self-carry a liquid antihistamine and the prescribed EpiPen with him at all

times.

- f. The computer lab/classroom adult supervisor/teacher will be trained recognizing symptoms of a PTA-exposure and in Epi-Pen administration.

#### 5. Gymnasium

- a. Foods containing peanut/tree nut products will not be allowed to be opened/exposed or to be consumed in the gymnasium.
- b. Student will self-carry a liquid antihistamine and the prescribed EpiPen with him at all times.
- c. Physical Education teachers will be trained in recognizing symptoms of a PTA-exposure and in Epi-Pen administration.
- d. Physical Education teachers will carry a walkie-talkie on themselves when leaving the gymnasium to venture outside, on or off \_\_\_\_\_'s campus in order to communicate any medical needs with the office or administrative staff.

#### 6. Encore Classes (related arts/specialty areas)

- a. Foods containing peanut/tree nut products will not be allowed to be opened/exposed or to be consumed in such classrooms.
- b. The teacher or adult-in-charge will wipe the student's applicable area or appropriate materials with antiseptic wipes before the student is in that area or uses such equipment. Antiseptic wipes will be provided in all student-specific areas for student and teacher use.
- c. Food brought in to a classroom must be pre-packaged with the Nutrition/Ingredient Label present or purchased through \_\_\_\_\_'s café's food production.
- d. Substitute teachers or other personnel (as needed) will be made aware of the student's allergies, medical plan, expectations of peanut/tree nut-free area/equipment, and PTA strategies.
- e. Student will self-carry a liquid antihistamine and the prescribed EpiPen with him at all times.
- f. The adult supervisor/teacher will be trained recognizing symptoms of a PTA-exposure and in Epi-Pen administration.

#### 7. Field Trips

- a. The teacher or staff member who is planning a non-required or required (i.e. band competition) team, grade level, club, or group field trip will be required to investigate the field trip destination(s) and perform an allergen risk assessment with the parent.
- b. The parent will be encouraged to accompany the student on the fieldtrip. They will be allowed to ride in the specific mode of transportation with the student.
- c. The student will self-carry a liquid antihistamine and the prescribed EpiPen with him at all times.
- d. Accommodations will be made to send an adult chaperone that is aware and trained to assist the student in the event the student has a PTA-allergic reaction/symptom.
- e. The parent (if along) or trained adult will have possession of a cell phone, the medical/emergency plan, a liquid antihistamine and a prescribed EpiPen.
- f. If the parents do not accompany the student on the field trip, the trained adult will be assigned the student in his/her group.
- g. If the field trip length requires snacks or meals off of school campus then the student will have access to a peanut/tree nut free area, snacks, and meals.
- h. The emergency/medical plan will be reviewed before each field trip.

### 8. Bus Transportation

- a. The bus driver will be trained in Food Allergen Awareness, Label Reading, Proper Hand Washing, Effective Disinfecting of Surfaces, Recognition of Allergic Reactions, and EpiPen Administration and Emergency Response. If a trained bus driver or substitute bus driver cannot be secured for the afternoon route, the student will not board the school bus. Personnel in the school's office will make contact with an administrator. If a trained bus driver or substitute bus driver cannot be secured for the morning route the student is not to board the bus, but contact the student's parent at home. If unable to make contact with the parent, the bus driver is to contact \_\_\_\_\_ administration for further transport directions. If unable to contact the administration the transportation coordinator should be contacted for further transport directions.
- b. Enforce rule of, "No eating on the school bus!"
- c. The student will be assigned to one of the front two seats.
- d. The school will provide antiseptic wipes for the bus driver to thoroughly wipe the PTA student's seat prior to his loading the bus, both in the morning and afternoon routes.
- e. The student will self-carry a liquid antihistamine and the prescribed EpiPen with him at all times.
- f. The student will notify the bus driver if symptoms related to exposure of peanut/tree nut allergies have occurred.
- g. The bus driver will follow the student's medical/emergency medical plan specific for the bus. If the student notifies driver of symptoms at the bus stop or while bus is in operation the bus will come to a stop. The parking brake will be put into gear and bus engine turned off. Medication should be administered directed by the student's medical plan. If symptoms are severe, the bus driver will follow the medical plan then contact 911 and provide directions for emergency services to the bus. If the symptoms are light or there is concern that a peanut product has been on the bus prior to the student boarding the bus, the driver is to contact the student's parent. If unable to contact the parent, the bus driver will contact an administrator at \_\_\_\_\_ at \_\_\_\_\_ or \_\_\_\_\_. If unable to contact an administrator, the bus driver is to contact the Transportation Specialist, \_\_\_\_\_, at \_\_\_\_\_ or via 2-way radio.

### 9. Extra Curricular, Directly School-related Activities—

- a. The request that all students and parents voluntarily refrain from sending/bringing any peanut/tree nut products or by-products into \_\_\_\_\_ or to any school-related activities.
- b. Supervising personnel (as needed) will be made aware of the student's allergies, medical plan, and PTA strategies.
- c. Student will self-carry a liquid antihistamine and the prescribed EpiPen with him at all times.
- d. Supervising personnel will be trained in recognizing symptoms of a PTA-exposure and Epi-Pen administration.
- e. Concessions at school-sponsored dances or \_\_\_\_\_/school sponsored basketball games will not sell any peanut/tree-nut products or by-products.

### b. Emergency Response Procedures for PTA-related Reactions

#### i. Proper Handling and Administration of Epinephrine

- a. The student's medical and/or emergency plan will be followed in the case of a PTA symptom(s) during school hours, on school-provided transportation, and at activities or events directly sponsored by \_\_\_\_\_.
- b. Student will self-carry a liquid antihistamine and the prescribed EpiPen with him at all times.

- c. Benadryl and prescribed EpiPen will be stored in the front office's medicine cabinet. Keys for the medicine cabinet are in the principal's desk, the cabinet to the left of the medicine cabinet, and in the secretary's desk.
- d. Other student-specific, prescribed EpiPens will be stored in at least two of the student's classrooms once provided by the parent/guardian.
- e. The nurse will provide all involved parties, copies of updated medical and/or emergency plans as needed.
- f. Medical response--Recognition of a PTA-exposure/reaction or if student describes such symptoms--
  - an adult will stay with the student if possible.
  - Assess the emergency at hand.
  - Activate the emergency response team, if needed. This team consists of administrators, and/or personnel trained in CPR, First-Aid, and those trained in how to administer an Epi-pen.
  - Student will self-carry a liquid antihistamine and the prescribed Epi-Pen with him at all times.
  - Refer to the student's medical plan.
  - Administer the liquid antihistamine or administer the Epi-Pen depending on the reaction stage and per medical plan.
  - Contact 911 if the Epi-Pen was administered, per medical plan.
  - Contact parent/guardian.
  - Contact other needed individuals.
  - Accompany student to emergency care facility if needed or per medical plan.

2. Staff members responsible for response

- a. Emergency Response Team members include administrators, nurse (when available), and/or personnel trained in CPR, First-Aid, and those trained in how to administer an Epi-Pen.
- b. Student's bus driver.
- c. Any adult that recognizes a PTA-exposure reaction or if told by the student of a potential exposure or symptoms, are responsible for assisting the student.

c. Food Allergy Education, Awareness, & Reaction Prevention

i. Types of Education, Awareness, and Reaction Prevention--recipients of such training:

- a. *Food Allergen Awareness*--students enrolled at \_\_\_\_\_, faculty and staff members at \_\_\_\_\_, parents of students enrolled at \_\_\_\_\_, bus drivers for \_\_\_\_\_, classroom or bus substitutes for \_\_\_\_\_ (provided by \_\_\_\_\_ [Division name]), café personnel at \_\_\_\_\_.
- b. *Label Reading*--students enrolled at \_\_\_\_\_, faculty and staff members at \_\_\_\_\_, bus drivers for \_\_\_\_\_, classroom or bus substitutes for \_\_\_\_\_ (provided by \_\_\_\_\_ [Division name]), and café personnel (provided by \_\_\_\_\_) at \_\_\_\_\_.
- c. *Proper Hand Washing*-- students enrolled at \_\_\_\_\_, faculty and staff members at \_\_\_\_\_, bus drivers for \_\_\_\_\_, classroom or bus substitutes for \_\_\_\_\_ [Division name]), café personnel (provided by \_\_\_\_\_) at \_\_\_\_\_.
- d. *Effective Disinfecting of Surfaces*-- faculty and staff members at \_\_\_\_\_, bus drivers for \_\_\_\_\_, classroom or bus substitutes for \_\_\_\_\_, café personnel (provided by \_\_\_\_\_) at \_\_\_\_\_.

e. **Recognition of Allergic Reactions**— faculty and staff members at \_\_\_\_\_, members of \_\_\_\_\_'s café personnel (provided by \_\_\_\_\_), members of \_\_\_\_\_'s custodial staff, bus drivers (provided by \_\_\_\_\_ Transportation Department), bus and classroom substitutes (provided by the county) and \_\_\_\_\_'s emergency response team

f. **EpiPen Administration and Emergency Response**—the student's teachers, \_\_\_\_\_'s front office-secretary; \_\_\_\_\_'s administration, and \_\_\_\_\_'s emergency response team

c.2. **Who Will Provide the Training**

a. School and/or \_\_\_\_\_ Nurse(s)

c.3. **When will the Training Occur**

a. Food Allergen Awareness, Label Reading, Proper Hand Washing, Effective Disinfecting of Surfaces, and Recognition of Allergic Reactions Training for **all school personnel** (Faculty-members, TA's, custodians, café personnel, and office-support) will occur on \_\_\_\_\_ for one hour and fifteen minutes.

b. Food Allergen Awareness, Label Reading, Proper Hand Washing, Effective Disinfecting of Surfaces, and Recognition of Allergic Reactions Training updates for applicable certified staff and non-certified staff will occur at monthly staff meetings or as needed. A minimum of two refresher training sessions will happen in the first semester and again in the second semester. The refresher sessions will vary in length (about 25-30 minutes).

c. Food Allergen Awareness, Label Reading, Proper Hand Washing, Effective Disinfecting of Surfaces, and Recognition of Allergic Reactions Training for **bus drivers and bus driver substitutes** will occur according to the Transportation Department's schedule. The **assigned bus driver and/or transportation specialist** of this student will have specific-to-this-child medical plan training (emergency plan) before the first day of school.

d. Food Allergen Awareness, Label Reading, Proper Hand Washing, Effective Disinfecting of Surfaces, and Recognition of Allergic Reactions Training for **classroom substitutes** will be trained according to \_\_\_\_\_' Substitute training schedule.

e. Food Allergen Awareness, Label Reading, Proper Hand Washing, Effective Disinfecting of Surfaces, and Recognition of Allergic Reactions Training **staff members hired after the initial training in August** will be trained by the school nurse when attending district-level orientation.

f. Food Allergen Awareness, Label Reading, Proper Hand Washing training for **students** will begin the first day of school. Additional awareness and training will be provided as needed.

g. Food Allergen Awareness training for **parents** of students enrolled at \_\_\_\_\_ will occur beginning the first day of school via information packets sent home with students.

c.4. **Documentation of Training**

a. All training attendees will sign a roster of attendance, including type of training, name, position, and date of training.

d. **Staff member presence**

l. A member of \_\_\_\_\_ faculty or staff who is adequately trained in the administration of an Epi-pen will be present during all directly, school-sponsored activities.

B.3. **Communication**

e.1. A school newsletter, written by the principal, will be mailed by \_\_\_\_\_ with students' schedules to the home of all students enrolled at \_\_\_\_\_. Included in the newsletter is information regarding:

- Food Allergens—basic information and how \_\_\_\_\_ is addressing PTA's.

- Request that all students and parents voluntarily refrain from sending/bringing any peanut/tree nut products or by-products into \_\_\_\_\_ or to any school-related activities.
- e.2. An information packet will be sent home with each student on the first day of school. Information included in this packet will be:
- Food Allergen information— basic information and how \_\_\_\_\_ is addressing PTA's.
  - Request that all students and parents voluntarily refrain from sending/bringing any peanut/tree nut products or by-products into \_\_\_\_\_ or to any school-related activities
- e.3. Updates regarding peanut/tree nut allergies and the resulting school procedures will be included in every school or PTO newsletter.
- e.4. A request that all students and parents voluntarily refrain from sending/bringing any peanut/tree nut products or by-products to practice, games or after-sport activity was distributed by the \_\_\_\_\_ Athletic Booster Club.
- e.5. Peanut/Tree nut Alert". Signage will be placed on the \_\_\_\_\_ website, in the main office, gymnasium, cafeteria, student's classrooms, and by the front entrance stating: "A significant number of children in this school have a peanut/tree nut allergy which is life threatening. So that all students may remain safe, we request that no peanut/tree nut products or by-products be brought in our school or to school activities."
- e.6. Student Handbooks will include the \_\_\_\_\_'s Food Allergen Policy and Student Code of Conduct.
- e.7. If a safe food list is provided by the student's doctor or parent/guardian it can be made available in the front office.
- e.8. A letter will be provided to the co-bus riders (\_\_\_\_\_ and \_\_\_\_\_ students) of this student informing them of food allergens, risks of such, and that eating on the bus will not be tolerated. In addition, a statement of how bullying, harassment, or threatening of a student with a PTA will be disciplined according to the county policy for bullying, threatening, or harassment.
- e.9. Special Functions (PTO and other groups using or renting \_\_\_\_\_)
- a. As part of the facility rental process, the applicant will be required to sign a statement verifying that no member of the group or guest of the group will bring any peanut/tree nut products into the school, function, or activity.
- e.10. There will be no peanut/tree nut products or by-products brought in to \_\_\_\_\_ for any PTO function.

#### Medical/Emergency Individualized Health Care Plan

1. The school nurse will attain the medical information from the doctor's office or be provided the medical information by the parent. This information will include the magnitude in which the student is allergic to specific nuts and peas or any other allergen.
2. The school nurse will write, update, or change the medical/emergency plan as needed according to the student's needs and provided medical information.

#### Parent Notification of All Allergic Reactions

1. Any time the PTA student suffers an allergic reaction, the parent will be notified immediately by phone. The notification will be done by the school nurse, the principal, or the principal designee.
2. An incident report will be completed by the adult responsible for the student at the time of the reaction. A copy of the incident report will be given to the parent within two days of the incident.

#### Requirements for the Parent(s)/Guardians(s)

1. The parent/guardian shall provide a physician's letter which clearly documents the presence of a food allergy that the child has and how the child reacts to the allergen(s). The letter shall state the danger of anaphylaxis and the need for the child to have a liquid antihistamine and EpiPen with him at all times. They shall include the types of exposure that can result in the student having an allergic reaction.
2. The parent/guardian shall provide the necessary antihistamine and EpiPen for the student's self-carrying requirement as well as the medicine cabinet and at least two of the student's teacher's classrooms.
3. The parent/guardian shall provide or attain training for their child's knowledge of recognizing symptoms of PTA exposure, thoroughly washing hands, reading labels, and self-administering of a liquid antihistamine and EpiPen.
4. The parent is responsible for the student's health care and medical care during all activities, events, or functions.

#### Requirements for the student with a PTA

1. The student shall not eat anything given to him by another school mate.
2. The student shall not drink anything given to him by another school mate.
3. The student shall not drink from the school's water fountains. Water can be made available to the student from a non-contaminated source.
4. The student shall not share or exchange drinks or food of any kind with other school mates.
5. The student shall sit in the peanut/tree nut free zone in the cafeteria.
6. The student shall communicate immediately with teachers or administrators, or "other adults-in-charge" of symptoms, reactions, exposure, etc.
7. The student shall communicate immediately if he has been bullied, made-fun-of, threatened, or harassed with regards to the PTA.
8. The student shall carry a liquid antihistamine and the prescribed EpiPen with him at all times.