



Wardlaw-Hartridge Policy & Guidelines for Management of a student with LIFE-THREATENING (Food) Allergies

School Role & Responsibility

The primary goal of management for students with a medically-documented life-threatening food allergy is risk reduction and allergen avoidance through education and collaboration. Next, if accidental exposure occurs, the goal is to activate emergency care and medication administration (as ordered by a physician) immediately to minimize the allergic reaction.

To achieve these objectives, the school nurse will serve as team leader with the primary team consisting of the parent/guardian, nurse, student (as age appropriate), teacher, division head, and physician. The nurse and parent will develop an individualized plan of care with input from the team as needed. The school nurse will in turn communicate the plan to additional team members which could include the supervisor of food services, teachers, coaches, support staff, custodians, transportation coordinator, school counselor, CORE team, Epinephrine delegate, as well as others, as deemed appropriate by the school and the school nurse.

- Call 9-1-1 if a life-threatening allergic reaction is occurring. Call 9-1-1 when Epinephrine is given, even if student feels better.
- Transportation of the student to hospital must be done by ambulance, not by personal vehicle.
- Notify the school nurse, the person in charge of event, division head, and student's parent if a reaction occurs.
- Give prescribed medications as immediately as possible per individual doctor's orders.
- The symptoms of a life-threatening allergic reaction or anaphylaxis involve body systems. They may include:
 - Mouth: itching, tingling, lip swelling, tongue or mouth swelling
 - Skin: hives, itchy rash, swelling of face or extremities
 - Stomach: nausea, pain, vomiting, diarrhea
 - Throat: tightening, hoarseness, hacking cough **
 - Lungs: shortness of breath, repetitive coughing, wheezing **
 - Heart: weak or thready pulse, low blood pressure, fainting, pale, blueness **

(**Potentially life threatening, symptoms could progress quickly/severely.)

Framework for Preventive Measure (School Responsibility)

The Wardlaw-Hartridge School has instituted the following precautions to help prevent allergen exposure:

- Encourage students to wash their hands before and after eating. This helps to prevent cross-contamination.
- Lunch tables and classroom tables are washed after use in between lunch periods. This also helps to prevent cross-contamination.
- No use of recycled products or food containers for classroom or art projects in the classroom of a student with a life-threatening food allergy. For example, do not use a peanut butter jar even if washed out.
- Students are not permitted to trade or share food, beverages, straws or utensils.
- Certain allergen-based foods, on a case by case need, are prohibited with letter home to parents requesting which foods cannot be sent in for class parties. In general this is limited to Lower and Middle School. Upper School students are considered mature enough to make decisions regarding their food allergies.
- Epinephrine delegates volunteer and are trained by the school nurse to give Epinephrine auto-injector on a case-by-case need, following appropriate state protocols.
- Create and distribute list of child specific epinephrine delegates to give epinephrine if nurse not present to “cover” student on field trips and school-sponsored events, or if nurse is not available.
- Request and encourage parent of Lower School students with food allergies to attend all field trips and school-sponsored activities so they can administer emergency medications as needed.
- Education of appropriate staff and faculty about the signs and symptoms of allergic reactions and what to do if one occurs.
- Epinephrine emergency kits are prepared by the school nurse in conjunction with the parent and doctor of a student with food allergies. These kits are kept in an unlocked toolbox on top of the cabinet in nurse’s office. One Epi-pen & Epi-pen Jr. is kept at the front desk with the school receptionist for emergencies. They will be given to the school nurse or delegate as requested by a school authority only.
- Students who are authorized by their parent and doctor to administer life-saving emergency medication also have a volunteer Epinephrine delegate assigned to them who assists during an emergency when the school nurse is unavailable.
- The school nurse communicates with the transportation coordinator to determine if precautions are needed on the school buses.
- Medical information is discussed in a confidential manner with only those who need to know.

Parent & Student Responsibility

Special Consideration- (unlabeled foods; unlabeled baked items)

The Wardlaw-Hartridge School has numerous clubs and sports that sponsor fundraising bake sales. Children with life-threatening food allergies are discouraged from consuming any unlabeled, home-baked or store-purchased unlabeled baked goods or treats, as there is no way to identify if offensive food allergens are contained in these items. The Wardlaw-Hartridge School cannot guarantee or prevent accidental cross-contamination of bake sale items. The Wardlaw-Hartridge School strongly advises parents to instruct their child not to purchase or consume unlabeled food items or baked goods anywhere on campus or at school-sponsored functions. Parent should supply a “safe” treat from home on bake sale days for their child to enjoy.

Family’s Role/Parent/Guardian

- Notify the school nurse in person of a student’s medically-documented life-threatening food allergy.
- Notify the school nurse during the year if a student has an allergic experience at home or when away from the school setting.
- Obtain appropriate forms from the school nurse, including medications forms, self-administer forms, and an emergency food allergy plan. Promptly have these papers filled out by a doctor and return them to the school nurse. Include a picture of your child with these forms. Parent must also sign off on orders and a plan of care.
- Schedule an appointment with the school nurse to identify and discuss individual plan of care for child. During this appointment, parents must inform the school nurse of the following issues:
 - Your child’s triggers
 - The last occurrence of an allergic reaction
 - The last time an anaphylactic reaction occurred
 - Symptoms your child has during an allergic reaction
 - The method of treatment that was needed after the last reaction.
 - If the student is asthmatic
 - Other medical conditions
 - Current medications
 - Notify the school nurse in advance when an Epinephrine delegate is needed. The parent must inform the school, the school nurse, and the person in charge when the student will be attending a school trip, competition, club or off-campus school-sponsored activity, or an on-campus before or after-school activity, including Encore. This will allow the Wardlaw-Hartridge School to plan for emergency care.
 - Provide as many emergency medications as needed by the school based on doctor’s orders. At least two Epinephrine auto-injectors are required.
 - Keep emergency contact information current throughout the school year.
 - Promptly replace any outdated medications once they have expired or have been utilized. Please call the school nurse if you are uncertain about expiration dates.
 - Educate your child throughout the school year about the following:
 - safe and unsafe foods
 - develop strategies for avoiding exposure to unsafe foods
 - identify their triggers and symptoms of an allergic reaction and decide what to do if having a reaction
 - inform an adult if the student thinks they could be having an allergic reaction
 - read food labels (age appropriate)
 - do not share or trade food

- do not eat anything with unknown ingredients or known allergens containing foods
- be proactive in caring for and managing allergies (as age appropriate)
- educate each child about items listed under “Student Role & Responsibility”

Student’s Role & Responsibility

Generally students in grades 3 and below require additional adult supervision and interaction to help implement these roles. Students in fourth grade and above are expected to achieve these goals. Generally, Middle and Upper School students are expected to do the following:

- Do not share or trade food with others
- Do not eat anything with unknown ingredients or known to contain any triggers/allergens
- Read food labels
- Be proactive and involved in managing your allergy/reaction.
- Get help immediately from an adult if you believe you are having a reaction.
- Call 9-1-1 if you give yourself the Auto-injector Epinephrine.
- Never give your medication to anyone. Do not share your Epinephrine auto injector with anyone. If you are permitted to self-administer as noted by your doctor, parent; and school nurse, you must carry the medication safely and securely at all times to school functions. Take your medication as prescribed as immediately as possible at the start of the allergic reaction.
- Notify the adult in charge and the school nurse if you take any of your prescribed medications in an emergency.

Epinephrine Auto-Injector Policy for All Allergies **Benadryl Policy for Allergy**

Students with doctor’s orders for Epinephrine Auto-injector (Brand names “Epi-pen” & “Twinject”) must have a food/allergy plan filled out annually each September by their doctor and signed by parent.

According to state law, it is primarily the school nurse’s responsibility to administer emergency Epinephrine. However, when a nurse is unable to do so, as per state guidelines, an Epinephrine “delegate” can be assigned on a voluntary basis. The school nurse will actively seek volunteer Epinephrine Auto-injector delegates for all students who are under such orders. This will also apply to students who are permitted to self-administer. A delegate or designee is an employee who is willingly trained, according to state guidelines at the discretion and instruction of the school nurse, to administer the emergency Epinephrine auto-injector if the nurse is unavailable.

More than one Epinephrine delegate may be trained based on the nurse’s approval and need. The school will provide a delegate for all school-sponsored activities at the parent’s request. A parents is responsible for notifying the school nurse and the person in charge of the school event that an Epinephrine delegate is needed, including if child will be in Encore or participating in sports, trips, clubs, musical events, etc.

As per state guidelines, a delegate is only required for school-sponsored events. A parent must sign an Epinephrine release and policy acknowledgment. Epinephrine must be given as soon as possible when a student experiences anaphylaxis. Additionally, 9-1-1 must always be called for

suspected life-threatening allergic reactions and when an auto-injector has been given. Transportation to the hospital is by ambulance, not by personal vehicle.

Generally, Epinephrine kits are kept in an unlocked toolbox in the nurse's office. In the "Twinject" Epinephrine auto-injector, per state guidelines, a delegate/designee can only give the auto-injector dose-not the manual syringe dose.

Delegates can administer Epinephrine to students based on specific order by the student's personal physician. The school nurse, however, has standing orders to give emergency medication related to student allergy.

Benadryl is a secondary medication that may be ordered for allergies. In the event of an emergency, Epinephrine is the first choice for treating anaphylaxis. Per state law, only a school nurse can give Benadryl in a school setting, as ordered by a physician. However, students who have been given permission by their doctor to self-administer are allowed to carry their Epinephrine auto-injector and a unit dose of any ordered Benadryl. These students are expected to have their emergency medications with them at all times at all school events, and to take their medications if needed. They must inform an adult about this.

Bee Sting Allergies

Students with a life-threatening bee sting allergy must follow an emergency plan/medication plan as ordered by their doctor.

Do not pinch, pull or squeeze the stinger to remove it. Rather, use the straight, hard side of something like a credit card or gloved fingernail in a sweeping motion to remove the stinger.

For students with no known reaction to bee stings apply ice after stinger has been removed, call the parent, and watch for signs of an allergic reaction/anaphylaxis.