

**Policy**

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LIFE THREATENING FOOD ALLERGIES

Food allergy is a group of disorders characterized by immunologic responses to specific food proteins. In the United States, the most likely common allergens in adults and children are cow's milk, eggs, peanuts, wheat, soy, fish, shellfish, and nuts. The Little Silver Board of Education acknowledges that an individual's food allergy can cause a life threatening, anaphylactic reaction. Anaphylaxis is a serious allergic reaction that is rapid in onset and may cause death<sup>1</sup>.

The risk of accidental exposure to foods can only be reduced in the school setting if the school works with students, parents, school staff, school nurses and physicians to minimize risks and provide a safe educational environment for food-allergic students. The district shall take reasonable steps to identify students who may be at risk of life-threatening food allergies and to prevent the likelihood of an allergic reaction.

The board acknowledges that there is no way to eliminate completely the risk of accidental exposure to allergens in the school environment. Therefore, the board directs the superintendent to:

- A. Implement strategies for the reduction of risk of exposure to food allergens throughout the school day, during before- and after-school programs, at all school-sponsored activities and field trips, in the classrooms, cafeteria, on the school bus or wherever food is present;
- B. Implement procedures developed by school medical inspector and school nurse to identify students with food allergies, prevent exposure to the identified allergens, to respond to medical emergencies and provide treatment in the event of anaphylaxis;
- C. Provide the necessary training opportunities for teaching staff, bus drivers, custodial staff and other staff as necessary in risk reduction strategies related to the student and to reduce exposure in the educational environment;
- D. Notify staff, parents/guardians and others as appropriate when a class has a student with a potentially life-threatening allergy and provide guidelines and instructions to reduce the risk of exposure to the allergens in the classroom environment.

Medical Management of Life-Threatening Food Allergies

Parents/guardians are responsible to notify the school of the student's allergies by filling out the required medical form. The school nurse shall evaluate all medical and other documentation provided by the parent/guardian and work with the parent/guardian in developing a plan for the safe maintenance of the student in school. For each student identified as having a potentially life-threatening food allergy the school nurse shall:

- A. Develop and implement an individualized healthcare plan (IHP) that details accommodations and/or nursing services to be provided to a student because of the student's medical condition based on medical orders written by a health care provider in the student's medical home;

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<sup>1</sup> *Summary Report of the Second National Institute of Allergy and Infectious Disease/Food Allergy and Anaphylaxis Network symposium on the definition and management of anaphylaxis, Journal of Allergy and Clinical Immunology, February 2006*

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- B. Develop and implement an individualized emergency healthcare plan (IEHP) that specifies the delivery of accommodations and services needed by a student in the event of an emergency;
- C. Ensure the placement and accessibility of epinephrine according to board policy 5141.21 Administering Medication and law N.J.S.A. 18A:40-12.5;
- D. Maintain records, manage and verify plans for student self-administration of medication including prescribed epinephrine as authorized by the student's parents/guardians and physician according to board policy 5141.21 Administering Medication and law N.J.S.A. 18A:40-12.3;
- E. Annually, review student health records and obtain medical authorization form for epi-pen or other pre-filled auto-injector and/or Benadryl, and diet prescription from physician, and health history from family;
- F. Oversee the recruitment and training of designees who volunteer to administer epinephrine during school and school-sponsored functions when the school nurse is not available N.J.S.A. 18A:40-12.6; and
- G. Oversee the education of all school staff to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur.

Administration of Medication and Self-Administration

The administration of asthma medication and self-administration of asthma medication shall be according to board policy 5141.21 Administering Medication and include the written authorization of the parent/guardian and a physician.

Emergency Administration of Epinephrine for First Time Allergic Reactions at School

The school nurse or trained designee shall be permitted to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis. This includes students whose parents/guardians have not submitted prior written permission or obtained prescribed medication as indicated in the rules above. Epinephrine may be administered to any student without a known history of anaphylaxis when the nurse or trained designee in good faith believes that the student is having an anaphylactic reaction

The district shall maintain a supply of epinephrine auto-injectors that is prescribed under a standing protocol from a licensed physician or an advanced practice nurse in a secure but unlocked and easily accessible location. The supply of epinephrine auto-injectors shall be accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.

Liability

No school employee, including a school nurse, or any other officer or agent of a board, or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine shall be held liable for any good faith act or omission consistent with the provisions of law for the administration of epinephrine N.J.S.A. 18A:40-12.5 et seq. No action shall be taken before the New Jersey State Board of Nursing against a school nurse for any such action taken by a person designated in good faith by the school nurse to administer epinephrine according to law N.J.S.A. 18A:40-12.6. Good faith shall not include willful misconduct, gross negligence or recklessness.

Reporting Procedures

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All procedures detailed in the individualized emergency healthcare plan (IEHP) including the emergency administration of epinephrine where appropriate, shall be followed when a student has an anaphylactic reaction. In addition:

- A. Every incident involving a life-threatening allergic reaction and/or whenever epinephrine is administered throughout the school day, during before- and after-school programs, and/or at all school-sponsored activities shall be reported to the school nurse and in his or her absence the school principal;
- B. The school nurse or the school principal shall notify emergency medical services (EMS) to respond to the emergency;
- C. The school nurse or the school principal shall notify the superintendent;
- D. The parent/guardians shall be notified that the student had an allergic reaction and that EMS was summoned;
- E. The school nurse or designee shall arrange for the transportation of a student to the hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have resolved;
- F. The student shall be supervised at all times by a school staff member until the parent/guardian is available to take custody of the student;
- G. The school nurse shall document all incidents of allergic reactions during school, school activities, on the school bus, and at school sponsored activities, functions and event;
- H. The superintendent shall inform the board of education after every incident including a life-threatening allergic reaction or whenever epinephrine is administered by the school nurse or designee.

School Climate and Culture

School staff shall be sensitive to the privacy and feelings of students with identified allergies and promote respect and tolerance in the school environment. A food-allergic student shall not be harassed, intimidated or bullied because his/her condition. Any incident of harassment, intimidation or bullying shall be reported and investigated according to board policy 5131.1 Harassment, Intimidation and Bullying and law N.J.S.A. 18A:37-15 et seq., N.J.A.C. 6A:16-7.7. The superintendent or his or her designee shall:

- A. Remind students and staff that bullying or teasing food-allergic students will not be tolerated and violators should be disciplined appropriately;
- B. Offer professional development for faculty and staff regarding confidentiality to prevent open discussion about the health of specific students;
- C. Discourage needless labeling of food-allergic students in front of others. A food-allergic student should not be referred to as "the peanut kid," "the bee kid" or any other name related to the student's condition.

Family's Responsibility

The parents/guardians of any student known to have a food allergy shall:

- A. Notify the school of the child's allergies;

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- B. Work with the school team to develop an individualized emergency health care plan (IEHP) that promotes food allergy management and accommodates the child's needs throughout the school including the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a defined emergency allergic reaction plan;
- C. Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form;
- D. Replace medications after use or upon expiration;
- E. Educate the child in the self-management of their food allergy including:
  - 1. Safe and unsafe foods;
  - 2. Strategies for avoiding exposure to unsafe foods;
  - 3. Symptoms of allergic reactions;
  - 4. How and when to tell an adult they may be having an allergy-related problem;
  - 5. How to read food labels (age appropriate);
  - 6. Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- F. Review policies and procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred;
- G. Provide current emergency contact information and update regularly.

School's Responsibility

- A. Review the health records submitted by parents and physicians;
- B. Identify a core team including but not limited to, school nurse, teacher, principal, school food service and nutrition manager/director, and counselor (if available) to work with parents and the student (age appropriate) to establish a IEHP. Changes to the IEHP to promote food allergy management should be made with core team participation;
- C. Assure that all staff who interact with the student on a regular basis understand food allergies, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives;
- D. Coordinate with the school nurse to ensure medications are appropriately stored, and ensure sure that an emergency kit is available that contains a physician's standing order for epinephrine. Epinephrine should be kept in a secure but unlocked location that is easily accessible to delegated school personnel;
- E. Students who are permitted to self-administer should be permitted to carry their own epinephrine, in accordance with state regulations and district and nonpublic school policies;
- F. Designate school personnel who volunteer to administer epinephrine in an emergency;
- G. Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day, regardless of time or location;

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- H. Review policies and prevention plans with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred;
- I. Work with the transportation administrator to:
  1. Ensure that school bus drivers receive training that includes symptom awareness and what to do if a reaction occurs; and
  2. Assess the means by which bus driver can communicate during an emergency, including proper devices and equipment;
- J. Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy;
- K. Follow federal and/or state laws and regulations regarding sharing medical information about the student;
- L. Take threats or harassment against an allergic child seriously.

Student's Responsibility

- A. Students should not trade food with others;
- B. Students should not eat anything with unknown ingredients or known to contain any allergen;
- C. Students should be proactive in the care and management of their food allergies and reactions based on their developmental level;
- D. Students should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

Special Rules for Elementary Grades

Since elementary aged students may not be developmentally prepared to monitor their own intake of food items, extra care shall be taken with young children. The building principal and the school nurse will take precautions to ensure the safety of students with anaphylaxis to food. For the elementary grades, if there is a student with anaphylaxis to foods in a classroom, at the beginning of the school year the building principal will inform all parents/guardians of students in that classroom of the specific allergy.

In order to protect the anaphylactic student, parents/guardians will be directed not to send the allergen into the classroom. No food items containing peanuts or tree nuts shall be permitted for any classroom events or celebrations including classroom parties. No peanut or tree nut products shall be sent home with students from any parties or celebrations.

The classroom teacher shall take reasonable precautions to assure that known allergens to students enrolled in that class do not enter the classroom. Elementary classrooms with anaphylactic students will be clearly marked with a sign on the door indicating allergens that may not enter the classroom, e.g. "Peanut Free Classroom, No Peanut Products Allowed in this Classroom." Students with anaphylaxis to food(s), along with their allergens will be noted in the class notes provided to substitute teachers.

Outside and Other Food (all grades)

Since even trace amounts of an allergen or the smell of such can cause anaphylaxis, teachers, other school

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personnel, parents, guardians, school volunteers, or any other individual should not knowingly bring a known allergen into any classroom known to have a child with anaphylaxis to that allergen. No food items containing peanuts or tree nuts are permitted for any classroom events or celebrations including classroom parties. No peanut or tree nut products shall be sent home with students from any parties or celebrations.

A student with anaphylaxis to food should not consume any food product which he/she does not know or is unsure of the ingredients, or the food preparer or server cannot identify the ingredients. The teacher will provide the parent/guardian and the student with advance notice of occasions where food and/or beverages will be served as part of a classroom experience, field trip and/or classroom celebration, in case the parent/guardian wishes to send food or beverage from home which the parent/guardian is absolutely certain will not cause an allergic reaction.

To minimize inadvertent exposure of a student with anaphylaxis to a known allergen, food items brought into the school or classrooms by outside sources for consumption by a class or group of students must be accompanied by an ingredients list for review by the principal/designee, classroom teacher, event organizer and/or students. Items brought without an ingredients label for consumption by a class or group of students shall not be permitted to be distributed and consumed by students.

The school cafeterias use government commodity foods and beverages and donations of food and beverages by parents/guardians and organizations, and even when provided a list of ingredients for food items, the district may not know the exact ingredients used in the preparation of all food and beverage items served within the school lunch program, in classrooms, parents/guardians and/or by school organizations. Therefore, the parents/guardians and/or the student with anaphylaxis to food shall be responsible for the student's purchase and consumption of any food products sold or provided by the school and/or by any school related organizations that may cause an anaphylactic reaction.

Cafeteria Food

Upon the request of a parent/guardian of a student with anaphylaxis to food, the building principal, working with the school nurse and school cafeteria personnel, will accommodate a student with anaphylaxis to food by offering limited food substitutions that are free of the identified allergen. Cafeteria workers will take reasonable and necessary precautions to prevent cross-contamination of foods with common allergens. Cafeteria workers will be provided training on an annual basis regarding understanding food allergies, safe food preparation to prevent anaphylaxis, recognition of symptoms of anaphylaxis, and what to do in an emergency situation.

Since a common and serious food allergen for children are peanuts and/or tree nuts, and this allergen is common in foods and food products, each elementary building Principal will establish a "Peanut-free Table" in the cafeteria and inform parents of anaphylactic students of this option. A "Peanut-free Table" may be requested by a parent for a student at another grade level. So as not to exclude students from their peers, the building Principal will arrange for both anaphylactic and non-anaphylactic students to eat lunch at the "Peanut-free Table" and inform the non-anaphylactic students and their parents/guardians in writing of the requirements and responsibilities of eating lunch at the "Peanut-free Table." Parents/guardians of anaphylactic students declining the option for their child to eat lunch at the "Peanut-free Table" will sign a waiver to that effect. Peanut-free tables are to be washed with separate cleaning supplies to prevent cross-contamination.

Procedures for Special Events Outside the Regular School Day at which Food is Served

When food is being served at special events sponsored by the school or school-connected organizations care shall be taken to prevent incidents of allergic reaction. Events may include but shall not be limited to celebrations, activities, bazaars, fairs, fund-raiser, or other events. Such events shall not include regular

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monthly business or work meetings.

To maximize the safety and well-being of students with anaphylaxis to food, staff shall adhere to the following procedures at any event or any event conducted by a school-connected organization when food is served:

- A. All event organizers shall in writing acknowledge receipt of these procedures;
- B. All food items must be accompanied by an ingredients list for review by the event organizers. This shall include homemade dishes;
- C. Any "homemade" food item shall be placed on a separate table, with the ingredients list clearly posted near the item, and with clear notice that the dish is homemade and we cannot guarantee the ingredients;
- D. No food items shall be permitted at any school sponsored event or at any event conducted by a school connected organization that contains peanuts or tree nuts;
- E. Children in fifth grade and below must be accompanied by a parent/guardian unless staff/parent supervision is arranged and provided for the purpose of properly supervising children.

The Little Silver School District cannot completely guarantee an allergen-free environment, therefore parents/guardians with children with food allergies should assume responsibility for children at such events in which food will be served, and may wish to not have their children attend.

This policy shall not apply to events at which food is solely purchased.

Class/School Trips

The policy applies also to class trips. Students with anaphylaxis to food and their particular allergen(s) shall be identified to chaperones and/or supervisors of the trip. The chaperone shall monitor and/or advise the student to prevent the intake of known food allergens. If possible, a nurse and/or delegate shall attend the trip and have access to a prefilled auto-injector (for example EpiPen). All chaperones shall have a means to contact the nurse and/or delegate or call "911" in case of emergency.

Substitute Teachers

This policy shall be included in all substitute teacher manuals. Students with anaphylaxis shall be identified in each teacher's roll book and/or seating chart, or in notes left for the substitute teacher, so the substitute can identify anaphylactic students.

Transportation

Bus drivers shall be educated on symptoms of anaphylaxis and should be advised on procedures if a child is having a reaction on the bus. Bus drivers transporting children with anaphylaxis shall be provided a list of those children.

Implementation

When a parents/guardian informs the building principal and the school nurse the student may have an anaphylactic reaction to a substance other than food, the building principal will work with school staff to determine if these substances are on school grounds. The building principal will inform and work with the parents/guardians and the student to avoid the student's exposure to these substances if present on school

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grounds.

School staff will be appropriately trained by the school nurse or designee to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The school nurse or designee will provide appropriate training to school staff to understand allergies to food and other substances, to recognize symptoms of an allergic reaction, and to know the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The school nurse will work with appropriate school staff to eliminate or substitute the use of allergens in the allergic student's meals, educational/instructional tools and materials, arts and crafts projects, or incentives.

This board policy shall be evaluated regularly and updated where needed. Policy 5141.20 Life-Threatening Food Allergies will be disseminated and communicated to all parents/guardians and the school community in the beginning of each school year and to the parents/guardians of students entering the school after the beginning of the school year.

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Key Words

Allergy, Allergies, Food Allergy, Allergic Reaction, Anaphylaxis

<b>Legal References:</b>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:37-15 <u>et seq</u>	Anti-Bullying Bill of Rights
	<u>N.J.S.A.</u> 18A:40-3.2 <u>et seq.</u>	Medical and nursing personnel
	<u>N.J.S.A.</u> 18A:40-12.3 through -12.4	Self-administration of medication by student; conditions
	<u>N.J.S.A.</u> 18A:40-12.5	Policy for emergency administration of epinephrine to public school students
	<u>N.J.S.A.</u> 18A:40-12.6	Administration of epinephrine; primary responsibility; parental consent
	<u>N.J.S.A.</u> 18A:40-12.6a	Guidelines for schools for management of food allergies, administration of epinephrine
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>	Programs to Support Student Development
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:-2.1, -2.2, -2.3	
	<u>N.J.A.C.</u> 6A:16-7.7	Intimidation, harassment and bullying

***The Food Allergy & Anaphylaxis Network***

<http://www.foodallergy.org/anaphylaxis/index.html>

***Guidelines for the Management of Life-Threatening Food Allergies in Schools (NJDOE 2008)***

<http://www.state.nj.us/education/students/safety/health/services/allergies.pdf>

**Possible**



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<b>Cross References:</b>	*3516	Safety
	*3542	Food service
	*4112.4/4212.4	Employee health
	*4131/4131.1	Staff development; inservice education/visitations/conferences
	*4231/4231.1	Staff development; inservice education/visitations/conferences
	*5125	Student records
	*5141	Student health
	*5141.1	Accidents
	*5141.2	Illness
	*5141.3	Health examinations and immunizations
	*5141.4	Child abuse and neglect
	*5141.21	Administering medication
	*5142	Student safety
	*5200	Nonpublic school students
	*6142.4	Physical education and health

\*Indicates policy is included in the Critical Policy Reference Manual.