

**East Longmeadow Public Schools**  
**LIFE-THREATENING ALLERGY GUIDELINES**

East Longmeadow Public Schools acknowledges the increased frequency of life-threatening allergies (LTAs) among students. The purpose of the guidelines is to minimize the risk of exposure to allergens that pose a threat to East Longmeadow students and to educate the East Longmeadow school community about life-threatening allergies and identify the responsibilities of all pertinent individuals involved with the student: Parents/Guardians, Students, Administration/staff, School Nurses, Food Service Director/staff, School Bus Drivers, Coaches, and any after-school activity staff.

**Family Responsibility (Parents/Guardians)**

1. Notify the School Nurse of your child's allergies prior to each school year or as soon as possible after diagnosis, including at least annual updates/changes in your child's allergy status.
2. Alert the District Transportation Director of the student's LTA @ 525-5450, ext. 249. The parent/guardian will provide an Epinephrine auto-injector to be kept in the student's bag with instructions for use and emergency contact information.
3. Complete the *General Allergy Information Form* so the School Nurse can develop the *Individualized Health Care Plan (IHCP)* and the *Allergy Action Plan (AAP)* for your child (see attached forms). Provide a list of foods/allergens, to the School Nurse that would cause a life-threatening reaction to your child and should be avoided.
4. A new medication order from a licensed provider, including parental permission, is required prior to the start of each school year and must be presented to the School Nurse with the medication, in a pharmacy labeled container. Discuss with the School Nurse the possibility of keeping the Epinephrine auto-injector in the classroom with the child, as age appropriate.
5. Provide the school with a way to reach you at any possible time (Home/work/cell or any other emergency contact information.)
6. The Parent/Guardian will determine which foods offered by the school system are safe for their child to eat. The parent may request a list of food ingredients from the Food Services Director or his/her designee @ 413-525-5460, ext 235.
7. The Parent/Guardian will educate their child in the self-management of their allergy when appropriate including:
  - reading of food labels
  - discussing safe and unsafe foods

- teaching strategies for avoiding exposure to unsafe foods
  - teaching symptoms of allergic reactions
  - discussing how and when to tell an adult they may be having a reaction
  - knowing where the epinephrine auto-injector is kept and who has access to it
  - reminding child to wash hands before and after eating
  - sharing/trading food/snacks/drinks not allowed
  - encouraging child to tell their friends and their families about the allergy
8. Consider providing a medical alert bracelet for your child. Encourage your child to take as much responsibility as possible for his/her safety and to administer his/her own Epinephrine auto-injector, as age appropriate and if previously trained.
  9. Parents will partner with the School Nurse to review a safe plan for field trip destinations. The student will consume only the food provided by the parent, unless prior arrangements are made by the parent/guardian. Parents have the option of attending field trips with their child.
  10. Provide the School Nurse with a physician's statement if the student no longer has a life-threatening allergy and no longer requires an Epinephrine auto-injector.
  11. The School Nurse is not present before or during after school programs, therefore, Parent/Guardians are strongly encouraged to complete and sign the Co-Curricular ***Emergency Medical Plan*** (see attached form) for those activities/situations that take place when health services are not available, such as; banquets, sports events, proms, etc., to address potential situations (meals/snacks/activities) that may pose a risk. It is strongly recommended that your child carry his/her own Epinephrine auto-injector to be available outside of regular school hours; transportation to and from school and during sports or other after school activities.

### **Student Responsibility**

1. Students are encouraged to communicate and educate about his/her LTA with school staff, personal friends including their families, allergic and anaphylactic symptoms, the action plan, and the immediate need for the Epinephrine auto-injector. Students should discuss the management of the allergy in school with the School Nurse.
2. Recognize and communicate symptoms as soon as they appear and report to Health Services Staff, Teacher, and/or other School Staff.
3. Read and understand labels, as age appropriate.
4. Avoid areas where there is a high probability of allergens.
5. Follow District Policy of no trading/ sharing of foods/snacks/drinks.

6. Know where the Epinephrine auto-injector is kept and who has access to it.
7. Always carry your own Epinephrine auto-injector and know how and when to self-administer, as age appropriate. The Epinephrine auto-injector should be on or near your person in the event of an emergency (bus ride to and from school, after-school activities/sports).
8. If a student feels uncomfortable about any situation, he/she has permission to go to the Health Room/School Nurse, without penalty or repercussion. Feel free to ask questions and to become empowered to raise concerns about a situation.
9. Teach friends and their families how to administer the Epinephrine auto-injector, if age appropriate, and report that you must go to the ER once the medication is given, for further evaluation. Be certain that everyone is aware of which hospital is desired.
10. Always wash hands before and after eating.

### **School Responsibility**

1. Assure that all staff that interact with the student on a regular basis; understands food allergies, recognizes allergy symptoms, knows what to do in an emergency and works with other school staff to eliminate the use of food allergens in the student's meals, educational tools, arts and craft projects, or incentives.
2. The *LTA Medical Emergency Plan* will be followed in any medical emergency. The LTA protocol extends beyond school grounds and includes school-sponsored class day field trips. Students will not be permitted to eat on the bus and bagged lunches/snacks will be kept in a closed container until snack/lunch time. A functional cell phone or communication device must be available for emergency situations, including field trips.
3. Ensure that an IHCP for each child with a LifeThreatening Allergy (LTA) is created and implemented.
4. Enforce District Policy of no food sharing or trading.
5. It is preferable and encouraged to use non-food alternatives in the classroom. If food is used in the classroom, the Principal must first approve and then the staff member must contact the Parent/Guardian of the student with the LTA, to obtain approval before using food in the classroom. If approval is not obtained, the food may not be used in the classroom.
6. At the elementary level, provide guidelines for monitoring snack and lunch. In classes where children have a life-threatening allergy, the Principal in consultation with the School Nurse may:
  - Send a letter recommending that certain foods not be brought into schools.

- Principal may enforce no food celebrations or parent must provide a personal snack for their child (“Party-in-a-bag”)
  - Establish eating areas designated for the consumption of specific foods within classrooms/cafeterias, when appropriate.
  - Have flexibility in grouping students during the lunch period to limit exposure to potential allergens.
  - Upon request, provide ingredients and manner of preparation of foods, so student can assess exposure to allergens.
7. Follow Federal/State/District laws and regulations regarding sharing medical information about the student.
  8. Threats or harassment against a child with a LTA will be taken seriously and supported (see *Bullying Prevention and Intervention Plan* listed under schools on the District website: [www.eastlongmeadowma.gov](http://www.eastlongmeadowma.gov).)
  9. School personnel who are properly trained, are permitted to administer Epinephrine to students with known life threatening allergies and are protected, in accordance with the State Nursing and Good Samaritan Laws governing administration of emergency medication.

### **School Nurse Responsibility**

1. The Administrator/School Nurse will provide Life Threatening Allergy Awareness (LTA) for all school personnel before the first day of school.
2. Develop an *IHCP, Allergy Action Plan* with Medication Administration, with input from the Parent/Guardian, as soon as possible after receiving a medication order from the Physician, preferably before the first day of school, whenever possible. If the Epinephrine auto-injector is administered, the student must be transported to the ER for further evaluation. If the Benadryl is given, *which may only be given by the School Nurse*, the student will be sent home with a Parent/Guardian. Remind parents to review prevention plans, symptoms, and emergency procedures with their child.
3. School Nurses will disseminate medical information and an *Allergy Action Plan (AAP)* to the LTA student’s classroom Teachers, Teacher Substitutes, Food Services Director, Coaches, Paraprofessionals and other school personnel, on a need to know basis, prior to the first day of school. New personnel will be educated as necessary.
4. The Administrators and medical personnel are required to be trained in the administration of Epinephrine. Staff members are encouraged to be trained in the administration of Epinephrine, to students with known life threatening allergies, when indicated, and in recognizing the signs and symptoms of anaphylaxis.

5. Emphasize the importance of early recognition of an allergic reaction and timely use of Epinephrine auto-injector. During all school evacuations or drills, the School Nurse will carry designated medical kits.
6. Partner with the Parent/Guardian to establish an emergency plan for field trips that delegate who will carry and administer the epinephrine auto-injector, in case of an emergency, and how to activate the EMS system. A staff member trained in Epinephrine administration will be on the field trip and will be available to administer the Epinephrine auto-injector to students with a known life threatening allergy, as needed. The Nurse will review the AAP with the staff member before the field trip. If staff member/Parent is not available, a Nurse will accompany the child on the field trip. The Nurse will ensure that the Epinephrine auto-injector is taken on field trips.
7. The School Nurse will review with epinephrine-trained staff the individual student's life threatening allergies, symptoms, risk reduction procedures, and emergency procedures as described in their *IHCP/AAP*, annually, and as needed.
8. Ensure availability of medical equipment for quick response to known and unknown LTA situations, including a stock Epinephrine auto-injector for known and unknown LTAs.
9. Maintain a list of students who require Epinephrine auto-injectors and place a copy in the health office and the main school office, in a confidential but accessible place. *IHCPs and AAPs* for those LTA students will be available in the Health Room in the area where the Epinephrine auto-injectors are stored.
10. Provide information on the availability of medical alert identification, upon request. Check medications for expiration dates.
11. All students will receive LTA awareness information during school.

### **Classroom Teacher/Staff Responsibility**

1. All Staff will be provided with LTA awareness information.
2. In the event of an emergency, staff will communicate immediately with Health Services Staff/Administration. Any allergy symptoms of the student with a LTA must be reported.
3. Class projects will avoid known allergens. Prior approval from the Principal, with consultation of the school nurse, is required before food is used in the classroom. If approved, staff must contact the Parent/Guardian of the students with life threatening allergies, to obtain approval before using food in the classroom. If approval is not obtained, the food may not be used in the classroom.
4. The Teacher/Principal may send out reminder notices concerning food safety rules and enforce non-food celebrations, as needed.

5. The District Policy of no sharing/trading of food/snacks/drinks will be enforced in the classroom.
6. If food containers are used in the classroom, all containers will be washed with soap and water prior to use.
7. Teacher will prepare a Substitute Teacher folder containing a copy of the student's pertinent LTA information and place it in a specific, accessible, but confidential location.
8. Epinephrine-trained staff, delegated by the School Nurse, responsible for monitoring the student with a LTA, will return any confidential medical information and medication to the School Nurse as soon as possible.
9. Peanuts/tree nuts may not be used in any projects in the classroom.
10. Inclusion of food for curriculum instruction and related activities or special grade-wide events, requires adherence to the food allergy management guidelines and consultation with the School Nurse and approval of the Principal.
11. If the *AAP* was implemented, the staff members involved will assist the School Nurse in completing the *Report of 911 Call* form, the *Epinephrine Administration* form, and the *Accident Report* and may be asked to participate in the planning for the student's re-entry to school.

### **Food Service Manager/Cafeteria Staff Responsibility**

1. If requested, the Food Service Director, (525-5460 ext. 235), will maintain a list of students with LTAs enrolled in the school and share with Food Service Staff, as appropriate.
2. Maintain a copy of ingredients of foods served in the cafeteria and place in a binder in an accessible area in the cafeteria of each school building. As vendors /food items or brands change, copies of ingredients will be added to binder.
3. Food Service Staff will be provided with Life Threatening Allergy Awareness information. Information will include how to read labels, how to recognize the signs and symptoms of anaphylaxis and how to implement the LTA *Emergency Medical Plan*.
4. Maintain contact information for manufacturers of food products in an accessible location. (Consumer Hotline)
5. Review and follow food-handling practices to avoid cross contamination with potential food allergens.

6. Follow cleaning and sanitation handling practices, to avoid cross-contamination. Tables are cleaned before each meal.
7. Create specific areas that will be allergen safe, as needed.
8. Food service personnel will wear non-latex gloves.
9. Upon request, provide copies of the menu/food ingredients to parents/guardians.
10. Report any symptoms from any student with a life-threatening allergy and contact the School Nurse/Administrator immediately.
11. Enforce District-wide policy of no sharing of food/snacks/drinks.

### **School Bus Driver Responsibility**

1. Required to attend training on managing life-threatening allergies and Epinephrine auto-injector administration, twice a year.
2. Possess functioning emergency communication device (cell phone, two-way radio, walkie-talkie, etc.)
3. Know local Emergency Medical Services procedures and follow the bus driver's ***Emergency Medication Administration Plan*** for documented LTA students (see attached form)
4. Maintain policy of no food eating or drinking allowed on school buses.
5. The Parent/Guardian will provide an Epinephrine auto-injector to be kept in the student's bag with instructions for use, along with emergency contact information.

### **Coach Responsibility**

1. The School Nurse, with assistance from the Parent/Guardian, will share with Coaches, Trainers or other athletic personnel, a list of Students with life threatening allergies on their rosters.
2. Possess an emergency communication device (cell phone, etc.) that is available and in working order.
3. If an anaphylactic reaction is suspected, Coaches must contact EMS immediately and call Parent/Guardian as soon as possible.

4. Encourage Student to carry their own personal Epinephrine auto-injector or have it near where they are practicing or playing so that is accessible in an emergency.
5. A Coach or other staff member may or may not be available to administer the Epinephrine auto-injector.
6. If for safety reasons, medical alert identification has been removed during specific activities, encourage the Student to replace this identification immediately after the activity is completed.
7. Assist the School Nurse/Trainer in completing the ***Report of 911 Call Form***, and the ***Accident Report***, or necessary paper work as needed. (see attached forms)

## **Life Threatening Allergy Medical Emergency Plan**

Anaphylaxis is a severe allergic reaction and requires immediate intervention.

Common warning signs and symptoms:

1. Watery, itchy, red, and/or swollen eyes
  2. Tingling, itching, swelling, tightness of lips, tongue, mouth and/or throat
  3. Change of voice, hoarseness, or difficulty swallowing
  4. Hives, flushing, itching, rash, swelling of face, trunk, or extremities
  5. Tightness in chest, shortness of breath, difficulty breathing, coughing and/or wheezing
  6. Nausea, vomiting, diarrhea, stomach pain, stomach cramps
  7. Pallor, fainting, agitation, feeling of impending doom, loss of consciousness
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1. If Student/Individual has signs and symptoms consistent with a **severe** allergic reaction/anaphylaxis, (trained personnel) will assist/administer the Epinephrine auto-injector and contact the School Nurse.
  2. If Student/Individual has suspicion/ symptoms of an allergic reaction/anaphylaxis and has a **known** life-threatening allergy, call the School Nurse and stay with the Student/Individual.
  3. If Student/Individual has an **unknown** life-threatening allergy, send for the School Nurse for assessment and possible epinephrine administration.
  4. Get Help: send for the School Nurse or another adult.
  5. Call 9-911 – or designate a person to call EMS and let the dispatcher know the Student/Individual has a LTA and additional emergency medication is needed.
  6. Stay with the Student/Individual.
  7. Manage crowd control/attend classmates.
  8. Notify Nursing Supervisor, Principal and Parent/Guardian as soon as possible. Principal must notify Superintendent of Schools as soon as possible.
  9. Designate someone to meet and direct emergency medical personnel to location.
  10. The Principal/designee may accompany the Student in the ambulance and remain with the Student until a Parent/Guardian arrives.

## **Guidelines for re-entry to school after a moderate to severe reaction**

- Collect as much accurate information as possible about the reaction.
- Identify the individuals that were involved in the medical intervention and who witnessed the event.
- Meet with the adults involved to discuss what was witnessed and chronologically document the events of the episode.
- If the reaction is thought to be linked to food provided from the cafeteria, collaborate with the Food Service Director (525-5460 ext. 235) to obtain ingredients/food labels.
- Make explanations age appropriate.
- Review *Allergy Action Plan* or *IHCP* to address any changes that may need to be made to keep the Student safe.
- Review changes in an attempt to prevent another reaction.
- Meet with the Student and the Parents/Guardians to ensure the Student's safety by reviewing the events and what changes may minimize the likelihood of a reaction.
- Make sure the Student feels comfortable seeking out help if needed.
- A designated staff member may need to check in with Student often.
- The suspected area where the reaction occurred will be cleaned according to DPH guidelines, paying close attention to high-risk cross-contact areas such as desks and tabletops.
- The Nurse will complete all necessary forms with input from identified witnesses. (*911 call form, EpiPen Administration Form, Accident Report*)
- Depending upon the circumstances, administration may consider sending a letter to affected individuals involved in the incident.

# East Longmeadow Public Schools Co-Curricular Emergency Medical Plan

**THE SCHOOL NURSE IS NOT PRESENT DURING BEFORE OR AFTER SCHOOL PROGRAMS**

Activity/Sport: \_\_\_\_\_ Adult Supervisor \_\_\_\_\_

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent/Guardian Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Parent/Guardian Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

My child has the following medical condition that may require immediate attention (9-911) at after school athletics. Please check boxes that apply:

Life Threatening Allergy: \_\_\_\_\_  Asthma  Diabetes  Seizures

### Action Plans

1. **Allergic reaction:** (Examples of some of the symptoms include: difficulty breathing, shortness of breath, wheezing, difficulty swallowing, stomach aches, hives, itching, swelling of any part of the body)

**Action Plan:** Call 9-911 and assist child in using **Epipen** if prescribed and available.

2. **Asthma:** Student has difficulty breathing, wheezing, coughing, or shortness of breath.

**Action Plan:** If student has an inhaler, allow him/her to use it. If no relief in 5 minutes, call 9-911. **If no inhaler available, call 9-911 immediately.**

3. **Diabetes:** Low blood sugar reaction: symptoms may include: hunger, sweaty, pale, shaky, headache.

**Action Plan:** **If alert,** allow student to drink juice or a regular soda or eat glucose tablets or a snack from their emergency pack. Student must test blood sugar level and record it. If no change in 5 minutes, **call 9-911** and child repeats all of the above.

4. **Seizure:** Altered consciousness, involuntary muscle stiffness or jerking movements, drooling /foaming at the mouth, temporary halt in breathing, loss of bladder control.

**Action Plan:** Protect student from falling/injury, **call 9-911.** Never put anything in the student's mouth.

### Parent/Guardian Child-specific instructions:

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Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

**East Longmeadow Public Schools  
Emergency Medication Administration Plan  
For Bus Transportation**

All Bus Drivers will be provided with functioning emergency communication devices (cell phones, walkie-talkies, or similar devices)

When a Bus Driver becomes aware of a Student on his/her bus, who has a documented life-threatening allergy and the Student is having **signs and symptoms consistent with a severe allergic reaction/anaphylaxis**:

1. Bus Driver will park bus in a safe location.
2. Bus Driver will identify Student, ask Student if he or she has an Epinephrine auto-injector with them and assist student to locate Epinephrine auto-injector.
3. Assist/administer Epinephrine to student if he/she is unable. **Call (9)911/EMS** and be ready to describe incident and provide accurate location. Do not hang up until the dispatcher tells you. Note time of administration and place medication in its plastic case.
4. If **no Epinephrine auto-injector is available**- **Call (9)911 (EMS)** immediately and report Student has LTA and **no Epipen available**.
5. Give accurate location to dispatcher and be prepared to describe the incident.
6. Notify Transportation Manager @ **883-9277** indicating name of Student, exposure to allergen and exact location of the bus.

**Transportation Manager will:**

- Notify Central Office, Nursing Supervisor, and Student's school. School staff will notify Parent/Guardian
- Drive immediately to bus location.

**If the Student with the LTA has mild symptoms/no symptoms:**

1. Bus Driver will park the bus in a safe location and notify **Transportation Manager @ 883-9277\*** indicating name of Student, exposure to allergen and exact location.
2. Bus Driver will read the prescription label and identify Student and Epipen.
3. Bus Driver will stay with the Student and be prepared to assist Student in administering the Epipen, according to the training provided by East Longmeadow Public Schools, if symptoms of a severe, allergic reaction develop.

**Symptoms may include:**

1. Watery, itchy, red, swollen eyes.
2. Tingling, itching, swelling, tightness of lips, tongue, mouth and/or throat.
3. Change of voice, hoarseness, or difficulty swallowing.
4. Tightness in chest, shortness of breath, difficulty breathing, coughing/wheezing
5. Nausea, vomiting, diarrhea, stomach pain/cramps.
6. Paleness, fainting, agitation, feeling of impending doom, loss of consciousness.

1. After administering the EpiPen, place the used EpiPen in plastic container, being careful not to pierce own skin with needle and give to ambulance attendants. Note time of EpiPen injection.
2. Stay with Student – be prepared to start CPR if needed.
3. Assist Nursing Supervisor to complete the mandated MDPH EpiPen Administration Report.

\*If Transportation Manager is unavailable, Call Business Manager @ 883-9243

**REMEMBER PREVENTION IS BEST**

**MAINTAIN ELPS POLICY/GUIDELINES**

**FOOD AND/OR DRINK IS NOT TO BE CONSUMED ON THE BUS AT ANY TIME.**

**East Longmeadow Public Schools  
General Allergy Information Form**

1. Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
2. School: \_\_\_\_\_ Gr. \_\_\_\_\_ Rm. \_\_\_\_\_
3. PCP/Allergist: \_\_\_\_\_ Phone: \_\_\_\_\_
4. Type of Allergy:  Food  Insect  Latex  Other.
5. Specific Food/Insect:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
6. Exposure occurs by:  Ingestion  Contact  Sting/Bite  Other.
7. Onset of known allergy: Date: \_\_\_\_\_
8. Knowledge of allergic reaction by:  Skin test  Blood test  Past Allergic reaction
9. If your child has had allergic reactions please describe: \_\_\_\_\_  
\_\_\_\_\_
10. Is Student knowledgeable about his/her allergies?  Yes  No
11. Student may:  Buy School Lunch  Eat only food/lunch from home  Other
12. Student may sit:  Only at allergen free table  Anywhere in cafeteria
13. Student may:  Choose "special snacks"  Parent will provide "special snacks"
14. Student has Epi-Pen Prescription:  Yes  No
15. Student has injected Epi-Pen:  Yes  No If yes, how many times? \_\_\_\_\_
16. Location of Epi-Pen: \_\_\_\_\_ (Check all that apply) Student will carry  Health Room  Bus  After/school activities \_\_\_\_\_  Sports \_\_\_\_\_ (Co- Curricular Emergency Plan completed and signed) Yes  No
17. Has student been trained to give Epi-Pen?  Yes  No By Whom \_\_\_\_\_
18. Student:  takes bus to school  walks to school  driven by parent  has own car
19. Field Trips: \_\_\_\_\_ Student will carry Epi-Pen  Trained staff member will carry Epi-Pen  
**\* Please note staff trained in Epi-Pen administration may give Epi-Pen as needed, but can not give Benadryl per Massachusetts Department of Public Health Medication Delegation Regulations.**

I give permission to the school nurse to discuss the health needs of my child and share the Individual Health Care Plan and Allergy Action Plan (AAP) with all school personnel who have immediate contact with my child.

\_\_\_\_\_  
Parent/Guardian Signature.

\_\_\_\_\_  
Date

I give permission to the school nurse to contact the Primary Care Physician and/or Allergist to discuss the health needs of my child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

