

EAST LONGMEADOW PUBLIC SCHOOLS Revised 5/23 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. Inform** 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. **Include a description of your child's past allergic reactions, triggers and warning signs.**

- 2. Provide** the school with the **best way** to reach you at any possible time (Home/work/cell or any other emergency contact information.) **Parent/guardian will sign the "Anaphylactic Emergency Action Plan" (AEAP) annually and will consent to sharing information to staff on a need to know basis.**

- 3. Alert** the District Transportation Director at LPVEC of the student's LTA. The parent/guardian **will provide a minimum of one Epinephrine auto-injector and if carried in a backpack, report the location** to the bus driver.

- 4. Complete** *the "Allergy Information Form" and sign the "Anaphylaxis Emergency Action Plan"* (AEAP) **for your child.** Provide a list of foods/allergens, to the school nurse that cause a life-threatening reaction to your child and should be avoided.

5. **Provide licensed provider documentation of LTA by having the provider complete and sign the AECP, annually.** 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. **It is recommended that the order be from an Asthma and Allergy Specialist.** Discuss with the School Nurse the possibility of keeping the Epinephrine auto-injector in the classroom with the child, if age appropriate.
6. The Parent/Guardian will determine which foods offered by the school system are safe for their child to eat. The parent will contact the Food Services Director, or his/her designee at 413-525-5460, ext. 7981 and may request a list of food ingredients.
7. **It is important for students to take more responsibility for the management of their allergies as they grow older and are developmentally ready to accept responsibility.** Encourage your child to take as much responsibility as possible for his/her safety **by assessing his/her ability to self-administer his/her own Epinephrine auto-injector as age appropriate and if previously trained. Find ways to include the student in planning his/her own care and implementing the plan.**
8. **The Parent/Guardian will educate their child about his/her allergies and include how to prevent accidental exposure to allergens,** as age appropriate. This includes:
 - 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 & 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
- Encourage your child to report teasing, bullying & threats to a trusting adult

9. Consider providing a medical alert bracelet for your child.

10. 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.

11. 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.

12. The School Nurse is not present before or during after school programs. **After school activities are considered an extension of the school day. Please complete a "Co-Curricular Emergency Medical Plan" for your child if he/she participates in clubs or activities before or after school or in the evening** such as; banquets, sports events, proms, spartanum, band or chorus activities 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 Responsibilities:

1. Students are encouraged to communicate and educate about his/her Life Threatening Allergy (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. Students should actively participate in the management of their allergies in age appropriate ways.**
3. **Learn to recognize** and promptly report symptoms as soon as accidental exposure occurs or symptoms appear. Report to health services staff, teacher, and/or other school staff.
- 4. Wash hands before and after eating.**
5. Read and understand labels, as age appropriate.
6. Avoid areas where there is a high probability of allergens.
- 7. Do not trade or share** foods/snacks/drinks.
8. Know where the Epinephrine auto-injector is kept and who has access to it.
9. Students should always carry his/her own Epinephrine auto-injector and know how and when to self-administer, as age appropriate. The Epinephrine auto-injector should be on or near the student in the event of an emergency (bus ride to and from school, after-school activities/sports).
10. If the student feels uncomfortable about any situation, he/she has permission to go to the Health Room/School Nurse, without penalty or repercussion. Student is encouraged to ask questions and
11. Student should teach friends and their families how to administer the Epinephrine auto-injector, if age appropriate, and report that he/she must go to the ER once the medication is given, for further evaluation. Make sure everyone is aware of which hospital student is transported to.

School Responsibility

- 1. Maintain a current stock supply of Epinephrine auto-injectors in a secure but unlocked**

location. Students may carry their own Epinephrine injectors as appropriate. Annual free Epipens provided by Mylan FreeEpipensforschools, except for PreK students.

- 2. Life threatening allergy education and training will be provided to all school staff annually.** Ensure 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. **This training will prepare staff to manage an Anaphylactic Emergency. More in depth training will be provided to staff in frequent contact with students with LTAs. Designated staff will receive additional training in the administration of the Epinephrine auto-injector, on a voluntary basis. A roster of trained staff will be visibly posted in each principal's and nurses' office.** 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. **Volunteers and substitutes will be trained, as appropriate.**
3. The "Life Threatening Allergy (LTA) *Medical Emergency Plan*" will be followed in any medical emergency. MERT/CERT members will assist in medical emergencies. 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.
- 4. Ensure that an "Emergency Action Plan for each child with a Life Threatening Allergy (LTA) clearly identifies the student's needs. Make sure the physician's order is on file.**
5. Enforce District Policy of no food sharing or trading.
- 6. 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 should not be used in the classroom unless other arrangements will be made for the student by the nurse and the parent/guardian.**
7. 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 classrooms.

- 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.
8. Follow Federal/State/District laws and regulations regarding sharing medical information about the student.
 9. 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.)
 - 10. MERT members are prepared to respond to a “911 call with Epinephrine” Local EMS cannot provide Epinephrine injectors, but follow their own protocols for anaphylaxis.**
 - 11. ELPS staff will be trained to recognize and respond to any individual that presents with signs and symptoms of a severe allergic reaction whether that individual has been previously diagnosed or not.**
 - 12. The school nurse will be contacted immediately when any allergic reaction is suspected. If the school nurse is not available, EMS will be called immediately.**
 - 13. Educate students about food allergies. Encourage the inclusion of information about food allergies in the district’s health education or other curricula to raise students awareness.**

School Nurse Responsibility

- 1. The Superintendent/designee will provide the link to the online training regarding Life Threatening Allergy Awareness (LTA) for all school personnel before the first day of school. Staff will send certificates to administration.**
- 2. Ensure the parent/guardian has completed and returned the “Allergy Information form” and the “Anaphylaxis Emergency Action Plan” (AEAP) has been completed and signed by both the PCP/allergist and the parent/guardian. 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 and the student is not having an anaphylactic reaction, 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 to the **classroom teachers and other school personnel working with a student with LTA, on a need to know basis, on or before the first day of school. This information will be given to staff, as soon as care plans are reviewed. 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.
However, this training is on a voluntary basis.
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 which include stock Epinephrine auto injectors.**
6. Partner with the Parent/Guardian to establish an Emergency Plan for field trips. 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 **EAP** 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 **AEAP**, 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. **AEAP** 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 to parent/guardian, upon request. Check medications for expiration dates.
11. Students will receive LTA awareness information during school.
- 12. Ensure medical emergency drills are practiced.**
- 13. Make sure there is a contingency plan for substitute nurses.**
- 14. Communicate with local EMS about students and types of allergies. Local EMS do not carry Epinephrine auto-injectors but follow their protocol for anaphylaxis reactions.**

School Physician Responsibilities:

- 1. Ensure the daily management of allergies for individual students.**
- 2. Write a standing order for non-patient specific epinephrine for administration by a licensed nurse in the case of anaphylaxis in an undiagnosed individual.**

Classrooms:

- 1. Teachers must be familiar with the “Anaphylaxis Emergency Action Plan” (AEAP) of students in their classes and respond to emergencies by following the emergency protocol documented in this plan. School nurses will provide this plan to all teachers who have students with LTA’s in their classrooms. On the back of this form, teachers will have a copy of how to “Recognize and Respond to Anaphylaxis”. Information about the student’s allergies should be kept in the classroom. Teachers 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.

- 2. If a student is allergic to specific foods, they should not be used for class projects, arts and crafts, celebrations, science experiments, cooking, snacks or other purposes.** The teacher/principal may send out reminder notices concerning food safety rules and enforce non-food celebrations, as needed.
- 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 unless specific plans for the student are implemented by the nurse and the parent/guardian. Staff will complete the “Approval for Food” form and receive the principal’s and the school nurses’ signature before notifying parents of the ingredients to be used.**
- 4. If a student brings in a restricted food to the classroom, the teacher will implement a plan for the student to eat at a designated location and the area will be cleaned with soap and water after eating. The student should wash his/her hands after eating.**
 - 5. If aware of any school events with food, inform parents as necessary.**
- 6. All staff will be provided with LTA awareness information. All students and their parents, teachers, paras, substitutes and volunteers should be educated about the risk of allergies.**
- 7. In the event of an allergic emergency, staff will be able to recognize anaphylactic symptoms and communicate immediately with the school nurse/administration and the student’s medical emergency response plan will be activated. EMS will be called immediately.**
- 8. There must be easy communication with the school nurse through a land line, functioning intercom, walkie-talkie or cell phone**
9. The District Policy of no sharing/trading of food/snacks/drinks will be enforced in the classroom.
10. If food containers are used in the classroom, all containers will be

washed with soap and water prior to use.

11. **Tables should be washed with soap and water or an all-purpose cleaning agent in the morning if an event has been held in the classroom the night before.**
12. **Proper hand-washing by adults and children should be taught and encouraged before and after the handling/consumption of food. Emphasize the use of soap and water; as hand sanitizers are not effective in removing food allergens.**
13. **In general, animals are not allowed in the classroom. Ingredients in many pet foods many contain peanuts.**
14. 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.
15. Peanuts/tree nuts may not be used in any projects in the classroom.
16. 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 Principal first. If principal approves, the school nurse must then approve. (See “Approval for Food” form)
17. **Never question or hesitate to act if a student reports signs of an allergic reaction. Alert the nurse immediately and implement the emergency plan.**
18. **Use stickers, pencils, or other non-food items as rewards.**

Classroom Teachers/Specialists Responsibilities on Field Trips:

1. **Collaborate with the school nurse before a field trip.**
2. **Ensure epinephrine auto-injectors and instructions are taken on trips.**
3. **Ensure the functioning two-way radio, walkie-talkie, cell phone is working.**

4. **Review plans for field trip and avoid high-risk places. Be mindful of eating situations on field trips and develop a plan to prevent exposure to students' life threatening foods.**
5. **The teacher requesting the field trip must be aware of the closest medical facility to the location of the trip. All staff on the trip must be aware of 911 procedures.**
6. **Parents may be invited on field trips but the student's safety must not be a condition of the child's safety.**
7. **One to two people on the trip should be trained in recognizing symptoms of LTAs, trained to use an epinephrine auto-injector and trained in emergency procedures.**
8. **Consider ways to wash hands before and after eating.**

Food Service Manager/Cafeteria Staff Responsibility

1. If requested, the Food Service Director, (525-5460 ext. 7981), 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*. **Ensure at least two staff in the eating area are trained in the administration of Epinephrine**

- 4. Make sure there is a quick way to communicate with the school nurse by a landline, an intercom or a functioning cell phone or walkie talkie. Take all complaints seriously from any student with a LTA.**
5. Maintain contact information for manufacturers of food products in an accessible location.
(Consumer Hotline)
6. Review and follow food-handling practices to avoid cross contamination with potential food allergens.
7. Follow cleaning and sanitation handling practices, to avoid cross-contamination. Tables are cleaned before each meal.
8. Create specific areas that will be allergen safe, as needed.
9. Food service personnel will wear non-latex gloves.
- 10. Upon request, provide copies of the menu/food ingredients to parents/guardians and provide meal alternatives as needed with parent/guardian input. Notify parents/staff if the menu changes.**
- 11. Maintain documentation of trainings.**
12. Report any symptoms from any student with a life-threatening allergy and contact the School Nurse/Administrator immediately.
13. Enforce District-wide policy of no sharing of food/snacks/drinks.

14. Encourage handwashing for all students.

Coach Responsibility and other Before and After school activity supervisors

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. With parent's consent, keep a copy of the "Anaphylactic Emergency Action Plan" (AEAP) of students with Life Threatening Allergies.**
- 7. One to two people should be present who have been trained to administer Epinephrine auto-injector.**
- 8. Establish emergency medical procedures with EMS.**
- 9. Identify who is responsible for keeping the Epinephrine auto-injector or make sure students have them nearby.**
10. 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.

11. Assist the School Nurse/Trainer in completing the ***Report of 911 Call Form***, and the ***Accident Report*** or necessary paperwork as needed. (see attached forms)

East Longmeadow Public Schools Life Threatening Allergy Protocol

Common warning signs and symptoms:

- Watery, itchy, red, and/or swollen eyes
- Tingling, itching, swelling, tightness of lips, tongue, mouth and/or throat
- Change of voice, hoarseness, or difficulty swallowing
- Hives, flushing, itching, rash, swelling of face, trunk, or extremities
- Tightness in chest, shortness of breath, difficulty breathing, coughing and/or wheezing
- Nausea, vomiting, diarrhea, stomach pain, stomach cramps
- Pallor, fainting, agitation, feeling of impending doom, loss of consciousness

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. Manage crowd control/attend classmates.
7. Notify Nursing Supervisor, Principal and Parent/Guardian as soon as possible. Principal must

notify Superintendent of Schools as soon as possible.

8. Designate someone to meet and direct emergency medical personnel to location.
9. The Principal/designee may accompany the Student in the ambulance and remain with the Student until a Parent/Guardian arrives.

East Longmeadow Public Schools: 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.

ELPS Forms for Managing Life Threatening Allergies

1. ELPS Allergy Information form for parents/guardians 2.

Anaphylaxis Emergency Action Plan

3. Recognize and Respond to Anaphylaxis

4. ELPS Epinephrine auto-injector Medication Form

5. ELPS Authorization for Medication form

6. Instructions for Co-curricular Emergency Medical Plan

7. Co-curricular Emergency Medical Plan

8. Approval Request for food in classroom/building

EAST LONGMEADOW PUBLIC SCHOOLS ALLERGY INFORMATION FORM

*The East Longmeadow Public Schools' *Life Threatening Allergies (LTA) Policy and Guidelines* can be found at www.eastlongmeadowma.gov/386/Health-Services

Please read the LTA Policy/Protocol, especially the parent and student responsibilities sections.

1. Name: _____ DOB: _____ GRADE _____
2. ALLERGY/ALLERGIES: _____
3. Age at Onset of Allergy: _____
4. In the past, reaction has occurred:
 - Never; only positive skin/blood test to _____
 - With ingestion---describe which allergen; reaction and treatment _____
 - With skin contact---describe which allergen; reaction and treatment _____
5. Is the student followed by an Allergist? YES _____ NO _____
6. If yes, name of MD _____ Date of last visit: _____ MD office Contact # _____
7. Does the student have an Epinephrine auto injector? YES _____ NO _____
8. Location of Epinephrine auto-injector. with Student in Health Room Both
9. Is the student trained in self-administration? YES _____ NO _____

Please provide an auto-injector for the Health Room, **on or before the first day of school with a new medication order signed by the PCP/Allergist and parental signature.** A second auto injector may be carried in the student's backpack or purse at all times. Do you plan to provide a second auto injector? YES _____ NO _____

***If yes and your child rides the bus, please notify LPVEC @ 413-789-3291**

10. All school lunches are nut free. Child's Plan for lunch at school:
 - School lunch ()
 - Lunch from home ()
 - Both ()
11. Asthma Yes _____ No _____ Inhaler required in school? Yes _____ No _____

***Review monthly school menu to decide with your child what meals he/she may safely purchase or contact Lori Pahl, Food Services Director @ 525-5450 Ext 7981 with any questions.**

The above information will be used with your student's "Emergency Action Plan"(EAP). Please ensure that the Primary Care Physician or Allergist completes and signs the "**Anaphylaxis Emergency Action Plan**" enclosed. Your signature is also required.

I give permission to the school nurse to:

- * Discuss the health needs of my child and share the EAP with all pertinent school staff.
- * Contact the Primary Care Physician and/or Allergist to discuss health concerns of my child if necessary.

Parent signature: _____ Date: _____

Dear Parent/Guardian,

Please complete a copy of this form for every after school activity your child will be participating in (other than high school sports) for example, CAP, a Club, intramurals, etc. A school nurse is not present before or after school hours.

If your child has a medical condition, such as Asthma, Diabetes, a Life Threatening Allergy, Seizures that may lead to an emergency situation the staff person in charge needs to be aware so your child will receive care as soon as possible. Please give the completed form to the staff person in charge.

If you have any questions or concerns, please call the school nurse at your child's school.

**East Longmeadow Public Schools
Co-Curricular Emergency Medical Plan
Complete only for Students with the following Medical Conditions.**

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

School Activity: _____ 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 (911) at an after school program, a club, or other recreational activities. Please check box/boxes that apply and give the form to the staff member in charge.

Life Threatening Allergy: Asthma Diabetes Seizures

Allergy to: _____

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 Epinephrine, if prescribed and available. Call parent/guardian.

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 and wait 10 minutes. If no relief, call 9-911. If no inhaler available, call 9-911 immediately and call parent/guardian. 3. Diabetes:

Low blood sugar reaction: symptoms may include: hunger, sweating, pale, shaky, headache.

Action Plan: If alert, allow student to drink juice or a regular soda or eat glucose tablets or a snack from his/her emergency pack. Student must test blood sugar level and record it.

If no change in 15 minutes, have child repeat all of the above and call parent/guardian. If no change, call 911.

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

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

Parent/Guardian Child-specific instructions: _____

Parent/Guardian Signature _____

Date : _____

Before school hours: _____

During school hours _____

After School hours _____

APPROVAL REQUEST FOR FOOD IN CLASSROOM/BUILDING

Requirements: Per ELPS Life Threatening Allergy Protocol and The Wellness Policy: Food should not be shared or eaten in the classroom. Due to individual circumstances, principals may approve food in some situations. If Food is used for curriculum, see principal for protocol to follow.

1. The principal must sign off on approval, 7 days before the date. If not approved, the food **will not be consumed.**
2. The school nurse must sign off on the approval 7 days before the requested date. If not approved, the food **will not be consumed.**
3. If approved by principal & school nurse, a list of all ingredients must be sent to parents for approval, at least 3 days before the date. **If parents do not provide consent, prior arrangements will be made with the parents for their child.**

Contact Person: _____ Signature: _____

Position: _____ Type of Event/Club: _____

Date of event: _____

Reason for requesting food: _____

Ingredients of food to be consumed: _____

SIGNATURES:

Principal/Designee: _____ **Approval Date:** _____

School Nurse: _____ **Approval Date:** _____

Requesting Teacher: _____ **Date form completed:** _____