



## *Lawrence Family Development Charter School*

### *Protocol of Food Allergies*

1. It is the responsibility of parent/guardians to provide the school nurse (or designee) in each Lawrence Family Development Charter School building with Epi-Pens (2-required) and/or any other medications necessary to treat their child in the event of an allergic reaction.
2. The school nurse will identify all storage locations for medicines. For Epi-pens, ONLY students who have documented authorization from the physician are allowed to carry their own Epi-pen. Nurses will inform school personnel which students self-carry.
3. It is the responsibility of the parents/guardians of children with food allergies to ensure that the school nurse is aware of allergy concerns.
4. Based on responsibilities, the School Nurse will alert all appropriate nutritional services staff members, teachers, volunteers, activity directors or coaches on how to disperse any required in the event of a child's allergic reaction.
5. Lawrence Family Development Charter School takes every reasonable effort to avoid serving any peanut/tree nut product or by product. Only appropriate peanut/tree nut-free food items are allowed for consumption by students. This is the requirement for food provided by LFDCS Nutritional Services and for any food brought in from home.
6. In the event that a student enrolled in LFDCS has any other food allergy, beyond peanut and tree nut, LFDCS will work with parents to take reasonable steps to avoid exposure to that child's particular allergen in anticipation of required documentation.

### *Circle of Support – Diet Modifications*

#### **Parent Responsibilities:**

- Inform school nurse of child's allergy prior to the beginning of each school year and as needed.
- Provide nurse with a written medical statement from a state licensed healthcare professional, such as a physician or nurse practitioner. (Medical Statement to Request Special Meal Accommodations form can be obtained from school nurse.)
- Provide doctor's order and the medication if needed at school.
- Provide doctor's order if milk substitution is needed at school.
- Meet with school nurse to form a partnership in the students care.
- Notify the school nurse if a reaction occurs outside of school and update changes to documentation as needed.
- Replace Epi-pens or other medications before expiration date.
- Educate child regarding his/her allergy, medication and treatment.
- Review with your child the student's responsibilities listed below.



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### **Student Responsibilities: (Age Appropriate)**

- Know the signs and symptoms of their allergic reactions.
- Notify an adult if an allergic reaction occurs.
- Go to the nurse's office accompanied by staff.

### **School Nurse Responsibilities:**

- Ensure that the proper documentation is received from the physician indicating type of allergy and severity. Nurses will document this information into the student's medical record (SNAP) including foods to be omitted and suggested substitutions according to medical documentation.
- Notify classroom teacher, cafeteria staff, specials teachers, transportation and any other parties needed to ensure child's medical needs are met.
- Identify and train alternate staff members to administer emergency medication.
- Attach pictures of students with allergies to appropriate forms.
- Review use of Epi-pen with staff.
- Notify parents of expiration dates on Epi-pens, Benadryl and other medications.
- Reinforce allergy education with student as needed.
- Review allergy protocol annually and as needed with appropriate staff.
- Review changes to allergy protocol with appropriate staff.

### **LFDCS Staff Responsibilities:**

- Review allergy protocol.
- Classroom teachers review students emergency care plan at the beginning of the school year and as needed.
- Supervise students with allergies as they enter the cafeteria.
- Avoid food allergens in the classroom. (Snacks, educational tools, etc.)
- Be aware that touching and smelling can also cause allergic reactions.
- Consult with school nurse and check food labels carefully to prevent accidental allergen consumption.
- Communicate with school nurse about potential risks on field trips.
- Insure that a trained staff member has emergency medication accessible for the student at all times on field trips and during transportation.

### **Food Service Staff Responsibilities:**

- Maintain an updated list of students with food allergies in a nonpublic area in a for use by cafeteria staff.
- Provide meal modifications in compliance with USDA and DESE meal pattern for students identified by the nurse and have a written medical statement from a state licensed healthcare professional.



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- Check all food labels carefully to prevent accidental allergen consumption.
- Review annually preventive cross contamination measures to be followed during food preparation.
- Facilitate washing and sanitation of all cafeteria table surfaces.
- Bring all allergy questions and concerns to school nurse always airing on the side of caution.