

Life-Threatening Allergy Protocol for: MATCH CHARTER PUBLIC SCHOOL

Preface:

Match Charter Public School (“Match”) recognizes the increasing prevalence of severe and life-threatening allergies among school-aged populations in the United States. While food allergies are the most common form of life-threatening allergies, treatment of a life-threatening allergic reaction (anaphylaxis) is the same whether caused by a reaction to food, insect sting, latex, exercise-induced, etc. As such, Match recognizes the need to help children with allergies avoid all allergens to which the child may react, and to establish emergency procedures to treat any allergic reactions that may occur.

Statement of Protocol:

The purpose of this policy is to establish a safe environment for Match students with life-threatening allergies, and to provide all Match students the opportunity to participate fully in all school programs and activities. The policies contained herein are designed to increase collaboration between parents, teachers, school nurses, administrators and staff, and to educate the Match school community about life-threatening allergies.

Administrative Guidelines:

Neither Match, nor its school personnel, shall be responsible for diagnosing life-threatening allergies and/or those foods, ingredients in foods, or other allergens that pose a risk to a student with a life-threatening allergy. Match will develop and implement an Individual Health Care Plan (IHCP) for all students with diagnosed life-threatening allergies, will implement an annual life-threatening allergy and EpiPen training for all staff or more frequently as needed for new staff or others. Families will be provided, upon request, with information from the food services department regarding school lunch ingredients. Requests for such information must be made to the following address: attn: Nnenna Ude, Match Charter Public School, 215 Forest Hills St., Jamaica Plain, MA 02130. Please allow at least seven (7) business days for processing.

A. Parent, Student and School Responsibility:

- I. Parent Responsibility: *Before the start of each school year*, the parent of a student with life-threatening allergy should:
 - a. notify the school nurse in writing of the student’s life-threatening allergy, or allergies;
 - b. provide to the school nurse all required documentation, including:
 - i. Signed documentation from the student’s physician detailing the nature of the student’s condition, medication orders, and/or an emergency care protocols, if applicable;
 - ii. a list of all known foods, ingredients and allergens that may cause a life-threatening reaction;
 - iii. signed parent permission form for medication administration, if required; and
 - iv. on an ongoing basis, documentation of any changes in condition or status of the student’s allergies and/or treatments;
 - c. meet with the school nurse to develop, review and/or modify the student’s Individual Health Care Plan (the “IHCP”) and Emergency Action Plan (the “EAP”), and deliver:
 - i. Any medications to be maintained by the school as prescribed by the student’s physician; and
 - ii. classroom snacks for the student, if stipulated in the IHCP;
 - d. collaborate with the student’s physician and the school to educate the student on the self-management of the student’s life-threatening allergy, as developmentally appropriate, in order to promote self-advocacy and competence in self-care; and

- e. when possible, encourage the student to wear a medical alert bracelet or necklace at all times.
- II. Student Responsibility:** A student with a life-threatening allergy should:
- a. avoid trading food with others;
 - b. avoid any food with unknown ingredients or ingredients known to contain any allergen;
 - c. notify an adult immediately if the student eats, touches, or inhales something that may contain an allergen; and
 - d. proactively manage the student's allergy, when developmentally appropriate.
- III. School Nurse Responsibility:** The school nurse should:
- a. review each student's yearly enrollment forms and provide a copy of the Life-Threatening Allergy Protocol to parents/guardians of any student with an indicated life-threatening allergy;
 - b. develop and implement an IHCP, corresponding EAP, and Medication Administration Plan for every student with a life-threatening allergy prior to school entry, or at the first opportunity after receiving documentation from the parent;
 - c. share the IHCP and EAP with staff on a need-to-know basis (e.g. school leaders, teachers, food-service personnel, bus drivers, coaches, etc.);
 - d. when medically necessary (e.g. peanut allergies), collaborate with school staff to send home a letter to encourage parents/guardians and students to avoid bringing peanut/tree nut or other known allergens into school;
 - e. at the beginning of each school year, and on an ongoing basis as needed, provide education and training to all staff on the signs and symptoms of anaphylaxis and EpiPen administration;
 - i. conduct additional training for appropriate staff regarding individual students' life-threatening allergies, symptoms, risk-reduction and emergency procedures, as described in the student's IHCP and EAP;
 - f. maintain a list of students with life-threatening allergies in the health office; and
 - g. ensure that the school principal and Director of Operations are informed of all procedures and systems that are necessary to ensure the safety of students with life-threatening allergies.
- IV. School Leader Responsibility:** The Principal, the Director of Operations, or designee at each school should periodically review that:
- a. an IHCP is created and implemented for each student with a life-threatening allergy, and that:
 - i. staff are aware of how and when to communicate with the main office and school nurse in the event of emergency;
 - ii. systems are in place to ensure that staff in a temporary situation (e.g. substitute) are aware of, and have access to, the student's IHCP and EAP;
 - b. when developmentally necessary, there are procedures for monitoring snack and lunch;
 - c. for classes where a student has a life-threatening allergy, when necessary:
 - i. a letter is sent home to encourage parents and students to avoid bringing peanut/tree nut or other known allergens into school;
 - ii. areas are established within classrooms/cafeterias which prohibit consumption of certain foods before and after school hours;
 - iii. there is flexibility in grouping students to limit exposure to potential allergens; and

- d. medications, including epinephrine, if prescribed, and a copy of the student's EAP should accompany the student;
- e. a cell phone or other communication device must be available on the trip for emergency calls;
- f. parents of a student at risk for anaphylaxis may be invited to accompany their child on school trips, in addition to the chaperone;
- g. in the absence of accompanying parent/guardian or nurse, another individual must be trained to handle an emergency situation; and
- h. field trips should be chosen carefully to ensure that no student is excluded from a field trip due to risk of allergen exposure.

D. After School Activities:

- I. School-Sponsored Before/After School Activities: The following precautions shall minimally be taken to ensure the safety of students with life-threatening allergies:
 - a. instructions for accessing EMS shall be posted throughout the school;
 - b. individuals who are responsible for keeping epinephrine by auto injector during events shall be identified by the school nurse;
 - c. a current epinephrine by auto-injector should be readily accessible, and an adult staff member onsite should be trained in its use when possible; and
 - d. if a medical alert identification ("ID bracelet") needs to be removed during activities for safety reasons, the student should be reminded to replace the student's ID bracelet immediately upon completion of the activity.

(Updated: July 2023)