

## Students

### Administrative Procedure – Implementing a Food Allergy Management Program

The following procedure implements policy 7:285, *Food Allergy Management Program*, which is based upon the joint Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) publication, *Guidelines for Managing Life-Threatening Food Allergies in Schools (ISBE/IDPH Guidelines)*, available at: [www.isbe.net/nutrition/pdf/food\\_allergy\\_guidelines.pdf](http://www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf). This administrative procedure contains three sections as follows:

1. Glossary of Terms
2. Food Allergy Management Program
3. Individual Food Allergy Management Program (Three Phases)
  - Phase One: Identification of Students with Food Allergies
  - Phase Two: Prevention of Exposure to Known Allergens
  - Phase Three: Response to Allergic Reactions

**All References to the *ISBE/IDPH Guidelines* within the procedures will refer to the specific section title or Appendix with the page number in parenthesis.**

#### Glossary of Terms

**Food Allergy Management Program (Program)** – The overall process that the Executive Director and other Cooperative administrators use to implement policy 7:285, *Food Allergy Management Program*, which is based upon the *ISBE/IDPH Guidelines*.

**Individual Food Allergy Management** – The process at the program level used to manage and prevent anaphylaxis. The process identifies: (a) students with allergies, (b) procedures to prevent exposure to known allergens, and (c) appropriate responses to allergic reactions.

**Individual Health Care Plan (IHCP)** – A document that outlines a food allergic student's needs, and at a minimum, includes the precautions necessary for food allergen avoidance and emergency procedures and treatment.

**IHCP Team** – A program-level team that implements the phases of the Individual Food Allergy Management in a student's IHCP.

### Food Allergy Management Program

This section references the *ISBE/IDPH Guidelines* and aligns with the governance principles so that Cooperative administrators can: (a) integrate the Program into the Cooperative's existing policies and procedures, (b) engage in ongoing monitoring of the Program, (c) assess the Program's effectiveness, and (d) inform the Board along with recommendations to enhance its effectiveness.

The Executive Director and/or Program Administrators will:

- identify and follow best practices that apply to the conditions in the school building to reduce exposure to allergens (page 20 in the Guidelines)
- identify and follow the School Administration/Nurse/Designated School Personnel (DSP) Checklists that apply to the working conditions in the school building (p. 22-24, 32-33 in the Guidelines)
- educate staff about the Food Allergy Management Program and their likely involvement with Individual Food Allergy Management
- direct staff members to first use the epinephrine auto-injector and then call 911 anytime an allergic reaction is suspected
- will review with staff the *ISBE/IDPH Guidelines* related to food allergies (p. 9-12 in the Guidelines)

### Individual Food Allergy Management

This section's procedures are implemented each time the school identifies a student with a food allergy.

#### **Phase One: Identification of Students with Food Allergies:**

Parent responsibilities include:

- Informing the program administrator of the student's food allergy
- Completing the Allergy History Form (p. 8 in the Guidelines) which is available at [www.isbe.state.il.us/nutrition/word/sample\\_allergy\\_hstry\\_form.doc](http://www.isbe.state.il.us/nutrition/word/sample_allergy_hstry_form.doc).
- Completing the appropriate sections of the Emergency Action Plan (p. 48 in the Guidelines) and have signed by a licensed health care provider authorizing the use of the identified medication at school
- Participating in all meetings to assess and manage the individual student's health needs

Program principal responsibilities include:

- Following the Cooperative's procedural safeguards for convening meeting to assess the student's allergy management needs

ICHP Team responsibilities include:

- Determining whether the student's food allergy requires related services to ensure the provision of a free, appropriate, public education (FAPE), and/or
- Determining whether the student's food allergy requires appropriate reasonable accommodations for the student's disability.
- If the answer to these probes is negative, notifying the parent/guardian of the reasons for the denial and the right to appeal and providing any procedural safeguard notices
- If the answer to either of the above probes is **positive**, completing the following activities:
  1. Gather appropriate health information by using the completed Allergy History Form (p. 56 in the Guidelines) and the Emergency Action Plan (p. 48 in the Guidelines)
  2. Identify all necessary accommodations and /or related services and include in the student's Emergency Action Plan (p. 48 in the Guidelines), Individual Health Care Plan (p. 50 in the Guidelines) and/or in the student's Individual Education Plan (IEP)
  3. Determine which staff members will provide the necessary accommodations and/or related services and assign responsibilities
  4. Identify staff members trained in emergency response to respond to any allergic reactions the student may have
  5. Provide the required procedural notices

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## **Phase Two: Prevention of Exposure to Known Allergens**

Program principal, nurse, and/or designated service personnel responsibilities include:

- Convening a staff meeting to educate staff members who will provide accommodations and/or related services about their responsibilities
- Ensuring that individual staff members perform their responsibilities
- Facilitating the dissemination of accurate information in the building about the student's food allergy while respecting privacy rights
- Providing a medical alert to parents/guardians (p. 57 in the Guidelines) available at [www.isbe.state.il.us/nutrition/word/sample\\_allergy\\_ltr\\_parent.doc](http://www.isbe.state.il.us/nutrition/word/sample_allergy_ltr_parent.doc)
- Checking whether there are any known competing educational interests with the student's health needs among other students (i.e., diabetes, services animals, etc.)
- Managing identified students' competing educational interests

IHCP team responsibilities include:

- Implementing and following all identified responsibilities in the student's Individual Health Care Plan (p. 50 in the Guidelines) and/or in the student's Individual Education Plan (IEP)
- Practicing emergency procedures and be prepared to follow them

Parent/guardian responsibilities include:

- Implementing and following the applicable items in the Parent/Guardian of Children with Food Allergies Checklist (p. 26 in the Guidelines)

Student responsibilities include (if appropriate):

- Implementing and following the applicable items in the Students with Food Allergies Checklist (p. 26 in the Guidelines)

### **Phase Three: Response to Allergic Reactions**

IHCP team responsibilities include:

- Following the student's Emergency Action Plan (p. 48 in the Guidelines), Individual Health Care Plan (p. 50 in the Guidelines) and/or in the student's Individual Education Plan (IEP)

Anyone's responsibilities include:

- Anytime an allergic reaction is suspected, giving the epinephrine automatic injector first and then calling 911

Nurse/Designated Service Personnel responsibilities include:

- Implementing and following the applicable items in the Return to School After a Reaction Checklist (p. 43 in the Guidelines).
- Collaborating with the student's medical provider

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