

**Poway Unified School District
Life-Threatening Allergy Guidelines
For All Potential Anaphylactic Reactions**



PUSD is dedicated to the safety of our students. While we cannot guarantee that a student will never experience a food, insect or other allergy-related event at school, the following guidelines have been developed to reduce this risk.

Poway Unified School District Life-Threatening Allergy Guidelines For All Potential Anaphylactic Reactions

Responsibilities of the Principal, Preschool Director and ESS Director

1. Be aware that there are students on campus with life-threatening allergies.
2. Be trained to use the Epinephrine Auto-injector. *
3. Designate back-up staff that has current CPR certification and anaphylaxis training to provide coverage in the health office for the Health Technician during lunch and breaks.
4. Collaborate with the site Resource Nurse and Health Technician to provide appropriate training for all designated staff members, including certificated and classified, who may come into contact with students with potentially life-threatening allergies, either diagnosed or undiagnosed. Training sessions should include itinerant staff members including coaches, music teachers, art teachers and noon-duty personnel.
5. Support the Health Technician to ensure trained supervision at all times for the students with life-threatening allergies, including field trips and off-campus activities.
6. Work with the Health Technician to ensure that Resource Nurses and Food & Nutrition Supervisors are notified of all students with life-threatening allergies at the beginning of the school year and when a new student enrolls.
7. Promote the awareness and education of all students in their role and responsibility in interacting with students who have life-threatening allergies.
8. Provide for annual training of custodial staff, noon-duty staff and other staff responsible for cleaning tables and desks.
9. Establish a nut-restricted table as requested.
10. Establish a communication method, i.e. cell phones or walkie-talkies, for use on campus and on field trips in case of emergencies.
11. Enforce school rules about threats and bullying of students with life-threatening allergies.

*Per Ed code, current CPR certification and yearly Epinephrine Auto-Injector training is required to administer Epinephrine Auto Injectors.

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Responsibilities of Health Services: Resource Nurses and Health Technicians

1. Health Technician to distribute Allergy Packet to parents of student with Life-threatening Allergies on an annual basis. Packet to include Life-threatening Allergy Plan(H-58) and Medical Statement to Request Special Meals and/or Accommodations (CNP-925).
2. Health Technician to forward copies of completed H-58 to site Resource Nurse and CNP-925 to site Food and Nutrition Supervisor for review.
3. Health Technician/Resource Nurse to follow-up with parents who have indicated their child has a severe allergy and have not provided supplies/forms at the beginning of the school year.
4. Health Technician to maintain a list of students with life-threatening allergies and notify teachers and designated staff members who may come into contact with these students including athletic directors, coaches, trainers and band directors.
5. Health Technician to coordinate with principal regarding health office back-up (lunches, breaks etc.)
6. Resource Nurse will contact parents of students whose physicians have documented history of anaphylaxis for clarification and additional information.
7. Resource Nurse to provide anaphylaxis training to all designated staff members on an annual basis and as requested for field trips.
8. Resource Nurse is to provide classroom presentation on life-threatening allergies, as requested.
9. Health Technician to ensure emergency medication/forms and a trained staff member, parent, or parent designee accompanies students with life-threatening allergies on all field trips and off-campus activities.
10. Health Technician to communicate with parent to ensure that medication is replaced prior to expiration.

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Recommendations for the Classroom Teachers

1. Check the confidential list for names and allergies of students in your classroom.
2. If determined to be appropriate for your classroom, collaborate with the district Resource Nurse to develop allergy information for presentation to your students at the start of the school year.
3. Encourage children to respect the nut-restricted table (**if applicable**) at snack and lunch.
4. Encourage a buddy system for all students with life-threatening allergies if appropriate.
5. Give advance notice to the child's parent when giving treats in the classroom. It is preferable to limit the number of treat days and encourage non-food items for treats.
6. Make every attempt to ensure that crafts, parties, fundraisers, games and behavior rewards do not include your students' allergens.
7. Notify parents of field trips and special events that will include food so that parents have the opportunity to approve the food or provide a safe alternative food for their child.
8. Ask children to wash their hands before and **after** eating. Remind children not to share their food with one another.
9. Never offer any food to a child who is identified as highly allergic, unless it is provided by the parent or approved by the parent in person or in writing (encourage parent to provide a treat box for the classroom).
10. Ensure that students with life-threatening allergies not be assigned to clean-up activities that could trigger allergies.
11. Arrange a daily wipe of the desk surfaces either by students using wet paper towels and soap or by custodian with approved product.
12. Familiarize all other teachers (music, PE, computer, substitutes) with your student and their health needs.
13. Place a list of students with life-threatening allergies and any pertinent paperwork in substitute teacher folder.
14. Be aware that PUSD Food & Nutrition Supervisors can provide allergen-free meals/snacks if requested in advance for students with proper documentation on file.
15. Give first opportunity to parents of students with severe allergies to accompany you on field trips if parent requests.
16. Plan and communicate with parents regarding the level of supervision provided for field trips, where the medication will be kept, and how the student will be informed.
17. **Give at least 2 weeks' notice to Health Technician when going on a Field Trip. When the parent chooses not to go or the teacher is not trained, a CPR certified/Epinephrine Auto-Injector trained staff member must be assigned or a trained sub hired (using site funds) to accompany the student along with their emergency medication and paperwork.**
18. When parent initiates the request, they may designate a friend or relative (not a staff member) to accompany their student on the field trip by signing a Parent Waiver of Responsibility form. (Contact Health Technician or Resource Nurse)
19. Enforce school rules about bullying and threats.

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Responsibilities of Food and Nutrition Supervisors

1. Food & Nutrition Supervisors will maintain a list of students with life-threatening allergies when notified at the beginning of the school year and/or as a new student enrolls.
2. Food & Nutrition Supervisors will contact parents who have submitted the Medical Statement to Request Special Meals and/or Accommodations form (CNP-295) for further information.
3. Food & Nutrition Supervisors will be knowledgeable about the ingredients in their products as provided by suppliers and will be available to discuss these products with parents. An allergen menu is located on the Food & Nutrition Services website.
4. Food and Nutrition Supervisors will safeguard against cross contamination in food preparation areas.

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Responsibilities of the Parent/Guardian of a Student with Life-Threatening Allergies

1. Inform the school of your child's allergies.
2. Provide the school with the completed Allergy Packet including the Life-Threatening Allergy Plan (PUSD form # H-58) and state-required Medical Statement to Request Special Meals and/or Accommodations (CNP-925) signed by both parent and physician. Attach student photo to these forms and provide non-expired medication (Epinephrine auto-injector, antihistamine etc.) by the first day of school. Forms can be obtained from the school health office or downloaded from the PUSD Health Services Website.
3. Ensure that medication at school site is replaced in a timely manner prior to expiration.
4. Provide all food and snacks for your child unless you have approved the food either in person or in writing.
5. Communicate with the teacher regarding the level of supervision that will be provided for your child on field trips and off-campus activities.
6. Communicate with extracurricular staff (e.g. coach, band director, chorus director etc.) to assure they are aware of your child's allergy and prepared to provide appropriate care in the event of an emergency during practice or at an off-campus event.
7. Assure that emergency medication and authorization is available for all field trips and off-campus activities, including sports events.
8. Review food services menu for potential allergens.
9. Pick up all medication at the end of the school year and transport it to summer school or ESS if applicable.
10. Contact school Resource Nurse with additional questions.
11. Consider providing a medic alert ID for your child.
12. Review "Teaching Your Child with Life-threatening Allergies" with your child frequently.

Teaching Your Child With Life-Threatening Allergies

1. To recognize the first symptoms of an allergic reaction and to alert an adult immediately.
2. To communicate clearly when he/she feels a reaction starting.
3. To know where emergency medication is kept.
4. To consider wearing a medic alert bracelet.
5. To avoid sharing lunches, snacks and drinks.
6. To recognize the importance of eating food that only comes from home and not eating food from someone else unless approved by their parent/guardian.
7. To understand the importance of hand-washing, especially before and after meals.
8. To learn coping skills/strategies when not able to eat certain foods.
9. To be aware of the environment and potential risks and to take age-appropriate responsibility for his/her own safety.
10. To learn how to respond to questions and comments from others about their life-threatening allergies.
11. To report threats and bullying to an adult in authority.

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Responsibilities of All Parents/Guardians at the School Site

1. Teach your child to respect the nut-restricted table at snack and lunch times by both word and deed.
2. Give advance notice to your child's teacher when bringing treats to the classroom. Non-food items (pencils, erasers, stickers, bookmarks, etc.) are encouraged.
3. Ensure the planning of crafts, parties, fundraisers, rewards for behavior/performance, and games during events do not include allergens.
4. Encourage your child to wash his/her hands before and after eating.
5. Remind your child not to share their food and drinks.
6. Never offer or give food to a child with food allergies without their parent's approval.

Responsibilities of All Students

1. If concerned about a classmate's health, get adult assistance immediately.
2. Avoid sharing food, especially with students who have allergies.
3. Follow school rules about keeping allergens out of the classroom and washing hands before and after eating.
4. Respect the nut-restricted table.
5. Follow school rules about treating other people with respect and kindness.

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Responsibilities of Campus Supervisors, Noon-duty personnel, and Custodians (for snack, lunch and play areas)

1. Be aware of students with life-threatening allergies and attend appropriate training, as needed.
2. Support the buddy system for all students with life-threatening allergies.
3. Act swiftly and appropriately on any threats or bullying of the student with life-threatening allergies.
4. Restrict food to designated areas.
5. Establish a nut-restricted table, as requested.
6. Encourage hand-washing before and after eating.
7. Do not assign clean-up duties to students with life-threatening allergies.
8. Ensure that trash cans be at a reasonable distance from eating areas to avoid attracting insects and contamination by spills and splatters.

Responsibilities of Bus Drivers and Bus Aides

1. Be aware that there could be students with life-threatening allergies on your bus.
2. Attend appropriate training as needed.
3. Be aware that Epinephrine auto-injectors and a trained staff member must accompany students with life-threatening allergies on all field trips and off-campus activities.
4. Continue to enforce the regulation that no food or drink be consumed on the bus and be aware that students with life-threatening allergies should not eat or drink anything unless provided by or approved by their parent/guardian.

Responsibilities of Athletic Directors, Trainers and Band Directors

1. Communicate with the site Health Technician to maintain an updated list of students with life-threatening allergies.
2. Communicate with the student's parents to ensure that emergency medication and authorization is available during practices and events.
3. Ensure that an Epinephrine auto-injector trained staff member is available to provide emergency care to students with life-threatening allergies during all practices and events.
4. Coordinate with Health Technician and Resource Nurse to schedule training for coaches, assistants and other designated staff on a yearly basis.