



## Derby Public Schools

# Food Allergy Management Regulation

### Implementing Board of Education Policy #5141.1

Effective April 1, 2012

Revised May 17, 2012

The following procedures implement Board of Education Policy #5141.1: Food Allergy Management, adopted January 19, 2012.

### All Schools

The Principal shall see to it that a copy of Board of Education Policy #5141.1: Food Allergy Management and this Food Allergy Regulation are distributed to all staff members, students and parents of students at the school not later than April 1, 2012. The parents of all newly enrolled students shall receive the Policy and the Regulation as a part of the registration process. All substitute teachers and other temporary staff members shall be informed of the Policy and this Regulation upon their employment.

### Individualized Health Care Plans for Students:

Not later than April 15, 2012, the Principal shall see to it that an Individualized Health Care Plan and an Emergency Care Plan is developed and on file for every student in the school who has been found by his/her physician to have a serious or life threatening food related allergy. A written statement from the physician of each such student shall be kept on file in the School Nurse's office. These plans are to be developed by the School Nurse, in consultation with the student's parents, physician and teachers, and kept on file in the Nurse's office.

Each Individualized Health Care Plan and Emergency Care Plan shall be developed by the School Nurse in keeping with the procedures and requirements set forth by the Connecticut Department of Education in *Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools* (2006) (pages 25 through 27, and Appendix D, pages 53

through 63). The Nurse shall provide written notification to classroom teachers of all serious or life-threatening food allergies affecting students in their classrooms. This notification shall include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food or other materials or substances) the student is to avoid.

In the event of a suspected allergic reaction (where there is no known allergic history), the School Nurse and/or emergency medical personnel shall be contacted immediately.

The Principal shall maintain in her/his office a list of all students in the school for whom Individualized Health Care and Emergency Care Plans are required. A copy of said list shall be provided to the Superintendent, who in turn shall see to it that the district's transportation contractor alerts its drivers to the names of students with serious food related allergies.

#### Notice to Parents:

The Principal shall see to it that all parents are aware of these procedures and invited to provide a physician's note requiring the development of an Individualized Health Care and Emergency Care Plan. Strategies for informing parents of the school's food allergy procedures may include use of the school newsletter, website and parent/student handbook. Information about Individualized Health Care Plans and Emergency Care Plans shall be included in the school's student registration packet and procedures.

### Pre-K through Grade 5 Only

Effective April 1, 2012, all nuts, peanut and nut-containing products are prohibited from the district's elementary schools, as well as food products produced in facilities where peanuts and nuts may have been present. This requirement pertains to any food or snacks that students and staff members may bring to school, as well as all items offered for sale in school cafeterias and vending machines. In addition, this requirement applies to all school related transportation and events, and to activities that take place on school property under the direction and sponsorship of outside organizations.

Principals shall see to it that printed signs stating that "No peanuts, nuts or nut-related foods are permitted in this school" are displayed prominently near all school entrances. Similar signs shall be posted on or near the hallway door of any classroom known to include a student with a serious allergy to peanuts, nuts or nut-containing products.

School staff members and employees of organizations that provide contract services to the district will not be expected to inspect student lunch boxes, back packs or clothing for nut or peanut containing products.

Whenever a staff member becomes aware that a food product has been brought into the school in violation of this regulation, that staff member shall deliver the item in question to the Principal's office. The Principal shall remind the student or staff member who was in possession of the peanut or nut containing food product that such items are not permitted in the school. In the case of a student, the student's parents will also be informed. Parents shall be invited to retrieve the food in question at the end of the school day, after which it will be discarded.

A second violation of this regulation shall result in a personal meeting between the Principal and the student's parent or with the staff member, as the case may be. The third violation shall result in a personal meeting to include the Superintendent, the Principal and the parent or staff member. In the case of a staff member, a third violation of this regulation shall also result in a written disciplinary warning. Further violations by a staff member may result in disciplinary action by the Superintendent.

The delivery of food, snacks or treats to classrooms for birthday or other celebrations shall be limited to one day per month for each school, said days to be designated by the Principal. Whenever food or treats are brought into school for a classroom of students, the food shall be "store bought" and shall be accompanied by a product label so that it can be checked by a school staff member for compliance with the Board policy prior to being distributed to students.

With the exception of food that families send to school for their own children, no homemade food products shall be brought into the school during regular school hours. Homemade meals may be provided at after school events with the written permission of the school principal. Under such circumstances, the principal shall inform the provider of the food that the food's ingredients may not include peanuts, tree nuts or nut-related products. The provider of the food shall provide a written list of all ingredients in the meal, to be displayed at the point of service.

The district's facilities use forms shall be modified to inform outside users of the elementary school buildings of the ban on peanuts, nuts and nut related food products. Outside users who violate this ban may be denied further use of school facilities.

The Superintendent shall work with the district's school transportation contractor to assure that school bus drivers serving the district's elementary schools are aware of the ban on peanuts, nuts and nut related products. Drivers who take note of any such products shall collect the items in question and forward them immediately to the Principal along with a brief written note. The Principal shall take possession of the items in keeping with this Regulation.

The Superintendent shall communicate with the district's food services provider regarding enforcement of the ban on peanut, nut and nut-related products.

### District Food Allergy Plan

Not later than August 1, 2012, the Superintendent, in consultation with Principals, School Nurses and the District Medical Advisor, shall prepare a District Food Allergy Plan consistent with the process described in *Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools (2006)*, pages 11 through 23. The goals of the district wide plan shall include:

1. To maintain and protect the safety of children who have serious or life-threatening food allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self care and provide appropriate educational opportunities.
2. To ensure that interventions and individual health care plans for students with serious or life-threatening food allergies are based on medically accurate information and evidenced based practices.
3. To define a formal process for identifying, managing, and ensuring continuity of care for students with serious or life-threatening food allergies across all transitions, pre-K through grade 12.

Stephen Tracy  
Superintendent of Schools  
March 16, 2012

**Revised May 17, 2012**