

GUIDELINES FOR STUDENTS WITH FOOD ALLERGIES

The following guidelines outline the responsibility for those providing care for students with food allergies attending Albuquerque Public Schools. Food allergy reactions vary among individuals but they can be life-threatening. Schools can reduce accidental exposures by working with students, parents/guardians, and healthcare providers to minimize risks and provide a safe environment for the student with food allergies.

Actions for Parent/Guardian

- Notify the school nurse that your child has food allergies when the student enrolls in school or is newly diagnosed with food allergies.
- Provide written medical documentation to the School Nurse at the beginning of each school year; including the *Allergy Action Plan* and *Special Diet Authorization Form*.
- Provide accurate and current emergency contact information to the school.
- Inform the School Nurse about changes in medical status and/or medical orders.
- Provide properly labeled medications and replace medication after use or upon expiration.
- Work with the school team to develop a plan that accommodates the student's needs throughout the school, including in the classroom, in the cafeteria, at school-sponsored activities, and on the School Bus.
- Speak with your student's teacher(s) about reducing food allergens in the classroom.
- Educate student in self-management of their food allergies as appropriate for age.

Actions for the Student with Food Allergies

- Take as much responsibility as possible for avoiding potential allergens by not trading or sharing foods and washing hands before and after eating.
- Learn to recognize signs and symptoms of an allergic reaction.
- Inform an adult immediately if an allergen may have been eaten or reaction occurs.
- Learn how to self-manage, if age appropriate.

Actions for the School Administrator

- Understand and ensure compliance of federal and state laws that may apply to students with food allergies.
- Include students with food allergies in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Collaborate with the School Nurse to designate school personnel who are properly trained to administer emergency medications.
- Coordinate with the School Nurse to ensure medications are easily accessible and appropriately stored.

Actions for the School Nurse

- Understand and ensure compliance with Federal and State laws.
- Follow relevant procedures outlined in the APS Nursing Manual to prepare for and respond to food allergy emergencies.
- Annually, obtain the *Special Diet Authorization Form* and share with the School Cafeteria Manager and APS Dietitian.
- Work with students, families, and school staff to create a safe environment for students with food allergies.

Actions for the Classroom Teacher

- Work with students, families, the School Nurse and other appropriate school personnel to determine if any classroom modifications are needed to make sure that students with food allergies can participate fully in class activities.

Actions for Food and Nutrition Services

- Follow relevant procedures outlined by Food and Nutrition Services.
- Obtain copy of *Special Diet Authorization Form* signed by a licensed healthcare provider from the School Nurse. Make modifications, under the direction of the Food & Nutrition Services dietitian, to meals and snacks according to the *Special Diet Authorization Form*. Modified snacks may be provided if the student is enrolled in an after school program that receives snacks from APS Food and Nutrition Services
- The School Cafeteria will make reasonable accommodations for students with food allergies per the *Special Diet Authorization Form*.
- Read all food labels and recheck routinely for potential food allergens. Alert school to changes to products served.
- Ensure cafeteria supervisor and staff are trained in identifying and treating allergic reactions. Train all cafeteria staff about food handling practices to avoid cross-contamination with potential food allergens.
- Follow strict procedures for cleaning and sanitizing all food preparation, serving, and eating areas to avoid cross-contamination.

References:

Centers of Disease Control and Prevention, CDC (2013). *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs*. Retrieved from www.cdc.gov/healthyschools/foodallergies/index.htm.

Food Allergy Research & Education, FARE (2015). *Managing Food Allergies at School*. Retrieved from <https://www.fns.usda.gov/cn/modifications-accommodate-disabilities-school-meal-programs>