

Food Allergy Management Plan

Purpose: This document is the Health Services policy for managing severe food allergies on campus and providing a safe and supportive environment for students with food allergies.

Yinghua Academy is an “Allergen Aware” community, which means that we recognize the potential for life-threatening allergic reaction in some of our students if they are exposed to certain allergens, including peanuts, nuts, soy, and seafood, among others. Yinghua Academy cannot guarantee an environment free from peanut and nut products, or any other food products that might precipitate an allergic reaction in certain students. The objective of the school is to ensure, to the best extent possible, that all students with severe food allergies are educated in a safe environment and are able to safely participate in the same educational opportunities as their peers.

Yinghua Academy will take certain measures as outlined below to reduce the chances of students coming into physical contact with the food substances to which they have confirmed allergies.

Current Practice Related to Peanuts and Nuts on Campus:

1. Students and parents are not allowed to bring any nut or peanut products onto the school campus. This includes, but not limited to, student lunches, snacks, or birthday treats from home.

Annual Required Documentation for Students with Severe Allergies:

1. All parents are required to fill out an annual health form outlining the health needs of their children. Parents of students with severe allergies should fill out this form before school starts, indicating specific food allergies and if emergency medicine is needed.
2. Parents must also submit an updated medication administration form and allergy action plan signed by a parent and a physician at the beginning of each new school year.
3. If students require a milk substitution, parents must sign the Milk Substitution Form found on the school website and submit it to the Food Service Coordinator or the Health Office.

Communication:

1. Health Services will send out an email communication each summer to families of students with known severe allergies to remind them to complete the necessary documentation needed to develop an individualized health plan for each student.
2. If parents have not submitted the required forms by the first day of school, Health Services will contact the family by email or phone until proper documentation has been submitted.
3. The Licensed School Nurse will review all documentation received and communicate with parents if any questions about the plan arise.
4. The Licensed School Nurse will communicate each student’s plan with their teachers.
5. Health Services will send out a letter at the beginning of the school year to the families of each class listing the specific allergies existing within their classroom.

6. Health Services will be responsible to communicate to the school community any changes to the Food Allergy Management Plan so that everyone is properly informed.

Safety Measures:

1. The school will only serve snacks at school events that do not include peanuts or nuts in the ingredient list. This includes aftercare snacks, sports concessions, and golden ticket party prizes. However, some snacks may include labeling such as “made in a facility that also processes nuts” or “may contain nuts”. Therefore, it remains critical that students with severe allergies check the labels every time or ask for help reading labels if needed.
2. All lunch tables will be wiped down and disinfected between each grade level of students.
3. Teachers and Food Service staff will remind students not to share food.
4. Classwide treats for birthdays or class parties must be store-bought with nutritional information listed on the packaging.
5. An individualized Allergy Emergency Plan for each student with severe allergies will be communicated to teachers and will sent along on school sponsored off-campus events during regular school hours, such as field trips. This does not include athletic events. See the Athletic Program section below for details regarding management of allergies during sporting events.
6. Emergency epinephrine, prescribed for the student and provided by the parent, will be kept in the Health Office or self-carried by the student. This will be decided by collaboration between the Licensed School Nurse and the parents of the student.
7. Stock emergency epinephrine is accessible in the Health Office and inside the AED cabinet located at the entrance of the gym. This is available in an emergency for individuals who are having a first time anaphylactic reaction or for those who do not have access to their own supply of epinephrine.
8. The School’s Anaphylaxis Emergency Protocol is posted in the Health Office next to the stock epinephrine. This will be followed in case of emergency, including calling 911 if epinephrine is administered on campus.
9. No food will be allowed to be eaten on the bus, as per regulations of current contracted transportation services.
10. No nut/peanut based craft projects will be allowed in classrooms or aftercare.
11. Teachers are asked to only consume nuts/peanuts in the teacher’s lounge. Teachers must wash hands with soap and water after consumption.
12. If a student brings nuts/peanuts in the form of candy or snacks into the school, the peanut/nut product will be bagged and kept for them to pick up at the end of the day and the student will be sent to wash his/her hands with soap and water.
13. If a student brings nut/peanut products to school multiple times, an email will be sent to remind the student’s parents that peanut/nut products are not allowed at school.

On-going Education of School Community:

1. There will be yearly training of school staff about how to recognize allergy symptoms and how to respond to an anaphylaxis emergency, including use of emergency epinephrine.
2. The Licensed School Nurse will meet with all athletic coaches to provide first aid training related to an anaphylactic emergency.
3. The Licensed School Nurse will present the following topics to students at the beginning of each school year:
 - What are food allergies and what are the school rules?
 - How do we protect our friends with food allergies?
 - What do we do if we see someone having an allergic reaction?

4. Health Services will communicate with parents about allergy policy procedures through the following venues: website resources, the Student and Family Handbook, the school email newsletter and/or email updates.

Food Services and Lunch Accommodations:

1. The school's caterer prepares school meals that are peanut-free and nut-free. However, nuts are processed in their facility so there is a risk of cross-contamination. Parents must take this information into consideration when deciding whether or not their child will participate in the school lunch program.
2. All Food Service staff members will be trained annually on the Food Allergy Management Plan.
3. The Food Service Coordinator will be provided a list of all students with food allergies.
4. Students with severe allergies will be integrated with their peers at the lunch table (they will not sit at a separate table). However, parents of students with severe allergies may choose to have their child sit at a designated spot at the very end of the class table in order to facilitate closer monitoring by educational assistants and lunch staff.
5. If it is discovered that a student has a peanut or nut product in their lunch, they will be reminded that peanuts/nuts are not allowed at school. In addition:
 - a. If a student's main food source for the day is peanut or nut based, they will be moved away from any student with peanut/nut allergies to finish their food and then they will be sent to wash their hands with soap and water.
 - b. If a student brings nuts/peanuts in the form of candy or snacks, the peanut/nut product will be bagged and kept for them to pick up at the end of the day.
 - c. If the student continues to bring nut/peanut products to school, an email will be sent to remind the student's parents that peanut/nut products are not allowed at school.

Classroom Parties and Activities:

1. Health Services will send out a letter at the beginning of the school year to the families of each class listing the specific allergies existing within their classroom.
2. Parents should not to bring any classwide treats that contain peanuts/nuts.
3. We also ask parents to consult the classroom allergy list when deciding what type of classwide treats to bring to the class.
4. All classwide treats must be store-bought with nutritional information included on the packaging.
5. Parents of students with severe allergies are requested to bring in alternative snacks for their child to be kept with the teacher in case their child is allergic to the classwide treat.

Athletic Program:

1. The registration form for all athletic programs/sports teams will include a request for medical information. This information will be reviewed by the Licensed School Nurse.
2. The Licensed School Nurse will communicate with the parents of students with severe allergies to make sure a plan is in place for safe athletic participation.
3. The Licensed School Nurse will meet with all athletic coaches to provide first aid training related an anaphylactic emergency and review with them the specific needs of their athletes.
4. Medications kept in the Health Office will not be transported off campus; athletes must have their own emergency medication brought with them to events off-campus. It is the responsibility of parents to make sure there is emergency medication available to their students at off-campus athletic events.
5. Coaches will be trained to know how to access medications in the Health Office in case of an emergency during after-school on-campus sporting events.

Guidelines for Outside Food brought onto Campus:

1. For school planned events that involve food brought onto the campus (r.e. pizza parties, Chinese New Year dumplings), planners will consult with the Licensed School Nurse and use the Outside Food-Event Checklist as a guide in planning.
2. When special food is offered to students, parents will be notified in advance with a list of all ingredients so they can decide if their child will participate or not. Parents are then responsible to communicate their wishes to the homeroom teacher. Parents may also provide an alternative snack if needed.