

## Handling Students Identified with Severe Food Allergy or Anaphylaxis

*Verification through your physician and shared with both the building administrator and nurse must be on file with the school prior to working with the food services on the student food allergy plan. It is understood that the students' healthcare or 504 plan will take precedent over these general procedures and individualized to meet the needs of the student.*

1. **Parent and student** responsibilities:
  - a. Parent will introduce their child to the school food service manager prior to the child's participation in the school meals program.
  - b. Parent will contact the school food service manager and arrange to review all product labels and ingredients as provided by the manager. *Note that the review of product nutrition information is an ongoing process due to 1) product reformulations; and 2) vendor substitutions of alternate items that meet bid standards but may have slight ingredient changes.*
  - c. Parent will be responsible for informing the school food service manager, school nurse, and other responsible individuals about any school menu items used daily that their child cannot consume.
  - d. Student will notify the school food service manager upon arrival at school on the days he/she will be eating a school meal. This allows the school food service program staff to prepare the meal on an individual basis and reduce issues with cross-contact, and increases attention to appropriate measures taken to provide a safe meal for the student.
  - e. Student will come to the designated cashier at mealtime, based on his/her meal choice. When the student comes in to the cafeteria early in the day, the school food service manager will tell the student which cashier to go to for his/her meal at lunch time.
2. **School food service staff** will assume the following responsibilities in the implementation of each student's food allergy management plan:
  - a. Become familiar with all students' allergies and will be able to identify the child in line from the picture provided by parents.
  - b. Maintain confidentiality of the information on the students who have been identified as having allergy or anaphylaxis disabilities to the level possible to protect the child(ren).
  - c. Be trained at regular periodic times and will be given updates as necessary to address any changes in students' food allergy management plans. Yearly training specific to the handling of food for students with food allergies and anaphylaxis will include portions by the school nurse and will be specific to the students needing special attention due to their disability in the school building at the time.
  - d. Be given clear direction on their role in handling allergic/anaphylactic reactions including contact information for the nurse and any Emergency Team in the school. Phone numbers will be posted where employees can easily reference them when necessary.
  - e. Follow all food handling and food preparation procedures to reduce the risks of cross-contact with potential food allergens.
  - f. Upon notification by a student with allergy or anaphylaxis disability that he/she will participate in the school meals program on any given serving day, the school food service manager will:
    1. Assign the preparation and service of the student's meal to one employee within the school food service staff. The meal will be prepared and wrapped individually to reduce any potential accidental cross-contact prior to the actual service of foods to students; and
    2. Notify the cashier who will be serving the student of his menu choices and participation that day. The school food service manager will provide any additional training or guidance necessary to assure appropriate handling of the meal.
  - g. At the time of service to the student with allergy or anaphylaxis disability, the designated employee will stop her/his service to others, remove his/her plastic (non-latex) gloves, wash her/his hands, put on new non-latex gloves and hand the wrapped meal to the student.
  - h. The cashier will wipe the PIN pad with a sanitizing wipe prior to the student's use to pay for his/her meal or will accept cash from the child. The cashier will also check the meal to assure that it is what was ordered and that it meets the requirements of a meal as defined by the National School Lunch Program or

School Breakfast Program, with any required modifications as defined in the child's 504 and Individualized Healthcare Plan.

- i. At the beginning of each day's meal service, all serving area surfaces (tray rail, front of steamtable wells, counter surfaces, milk cooler and PIN pad) available to the students will be wiped clean with fresh towel, treated with a cleaning solution.
- j. It is common practice in the schools that tables are cleaned and sanitized at the end of the meal service by food service staff but are maintained by other school staff before and during the mealtime service. Food service employees will provide a fresh bucket of cleaning solution to the cafeteria maintenance staff during the meal serving time that may be used to clean areas to be used by students with severe and life threatening food allergies. It is expected that there will be the potential for cross-contact on any common surface in the cafeteria/kitchen area available to all students and school staff. Food service staff will make all efforts to contain the cross-contact issues within the areas that are within their control.

*This procedure applies to the South Windsor Schools Food Service Staff and is not meant to apply to other groups that may be providing food or meals at the school at other times that are not part of the school food service program. Assurances of attention to these issues will need to be made by any other food provider.*

#### **References**

The following materials were used in developing this procedure:

- ☆ Section 504 of the Rehabilitation Act of 1973, South Windsor Compliance (rev 2003).
- ☆ Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools, Connecticut State Department of Education, 2006.
- ☆ Menu Planning Guidance for School Nutrition Programs, Connecticut State Department of Education, 2002.
- ☆ School Guidelines for Managing Students with Food Allergies, FAAN, National Association of School Nurses, National Association of School Principals, 2007