

District 101 Administrative Procedures

Food Allergies

These procedures are intended to address food allergy management in District 101. For the purposes of these procedures, the use of the term “food” will be construed broadly and will include any substance that people ordinarily eat or drink in order to maintain life and growth.

Documentation

1. A *Medical Authorization Form* from a student’s physician identifying the food allergy must be signed by a physician.
2. A *Food Allergy Emergency Plan* is to be signed by the parent and the physician.

Epi-Pens (*Epinephrine Auto-Injectors*)

3. Epinephrine auto-injectors (EAI’s) will be stored in the nurses’ offices and are required to be supplied by parents. In addition to this, parents of children with food allergies may choose from the following, which are acceptable options in addition to EAI’s being housed in the nurses’ offices:
 - a. Students may carry an additional EAI’s on their person.
 - i. Parents are required to complete and submit a *Permit For Administration of Required Medications During School Hours* form.
 - ii. Students may carry an additional EAI’s in a transportable “fanny pack” that will travel with the student throughout the day, including to “specials” classes, lunch, recess, and extracurriculars.
 1. The responsibility of transporting the EAI’s via the fanny pack is the student’s, at the directive of his/her parents.
 2. A standard-issue fanny pack will be given to students whose parents request them.
4. The District may choose to keep a supply of “general use EAI’s” for use by the school nurse/other trained school district employees in emergency situations, in accordance with State law.

Hand Washing

5. ARRIVAL TO SCHOOL: Minimally, all students who share a homeroom (elementary) or first period class (McClure) with a student who has a *Food Allergy Emergency Plan* will be expected to wash their hands with soap and water or approved hand wipes.
6. FOLLOWING LUNCH: All students will be expected to wash their hands with soap and water or approved hand wipes after they eat lunch.

General

7. No homemade foods may be brought into the school buildings for any school- or parent-sponsored event. Parents/Guests who bring food that has not been previously approved, or which is not in compliance with these Procedures, will not be permitted to distribute/sell it to District 101 students.

8. Food *distributed* to students must be obtained from one of the District's approved outside food vendors, or otherwise be in compliance with the parameters outlined in these procedures.

Lunch

9. NUT-FREE TABLE: A nut-free table (which for this purpose shall include all tree nuts and peanuts) will be provided for in each of the District's lunchrooms. This table will be cleaned after each lunch period by District staff and will be used exclusively for this purpose. Parents will provide authorization annually in writing (email is acceptable) that their daughter/son must be seated at the nut-free table during lunch.
 - a. Lunchroom staff will do a visual review of lunches for each student sitting at a "nut free" table. This review is designed to provide a quick review for obvious peanut/nut contents/products, rather than a thorough review of all ingredients.
 - b. Students with a *Food Allergy Emergency Plan* that is not nut-based, but which requires special safety measures in the lunchroom, will be provided with appropriate accommodations via planning coordinated by the building principal, school nurse, and lunchroom supervisor.
10. FUN LUNCHES: Parent group sponsored fun lunches are a regular and welcome part of the lunch experience for the students of District 101. Fun lunches must be procured from one of the District's approved vendors. This approved vendor list will be in effect across the District, and will allow for greater consistency, communication, and coordination of acceptable food and ingredient items to be included as part of fun lunch offerings.
 - a. *Lunch-providers will be identified for use by each school's parent organization sponsored/coordinated Fun Lunch.*
 - b. *In the 2015-16 school year, Field Park Elementary piloted an additional vendor (Smart Lunches), which specializes in providing multiple varieties of safe and individualized food options, as one of their parent group sponsored Fun Lunch providers. Beginning in the 2016-17 school year, the Smart Lunch option will be provided at each of the District's buildings in addition to/and to provide parents an additional option, above and beyond, the standard vendor used for Fun Lunch foods.*
11. LUNCHES HELD OUTSIDE THE LUNCHROOM: Infrequently, and often due to unforeseen circumstances, there will be days when lunch will be held outside of the regular lunch room – likely in individual classrooms. Appropriate precautions and arrangements will be made in these instances for safe consumption of lunches brought by students, as well as for appropriate cleanup following the lunches. These arrangements will be coordinated by the building principal, and will include:
 - a. A standard-template letter sent home at the start of each school year informing parents that foods consumed outside of the regular lunchroom are to be nut-free (free of tree nuts and peanuts).
 - b. Plans for extracurricular events where lunch is eaten outside of the lunchroom (eg: Chess Wizards, Brownie Meetings, Student Council Meetings). For extracurricular lunch groups, a student whose lunch includes nut products will be asked to eat her/his lunch in another location, wash her/his hands, and then return to the classroom for the extracurricular activity.
 - c. When practical, the lunchroom supervisor or school nurse will rotate through classrooms hosting a lunchtime extracurricular event to help in the visual inspection of student lunches, similar to the role played by the lunchroom supervisor for students seated at the nut-free table in the lunchroom.

Food In The Classroom

12. HOLIDAY/CLASSROOM PARTIES: Classroom parties celebrating Halloween, Winter/Christmas Break, and Valentine’s Day are the only type in which food may be a part of the celebration, unless expressly permitted by the building Principal. Parents of students with food allergies will be asked to provide alternative treats OR provide explicit permission (*email is acceptable*) for their child to fully participate.
 - a. All foods brought into the classroom for Holiday/Classroom Parties must be pre-packaged, include ingredients, have been pre-approved by the school nurse and/or building principal, and should include variety to be inclusive of all classroom students.

13. CLASSROOM SNACKS (*Elementary School Issue Only*): Periodic healthy snacks during the day are supported by research as positive for students’ cognitive and physical functioning and development. Beginning with the 2016-17 school year, the piloted Classroom Snack List will no longer be in force across District 101. Instead, parents are instructed to send snacks with their child that are nut-free (free of tree nuts and peanuts). Students and teachers will be asked to ensure that no sharing of snacks will take place during classroom snack time. Finally, it is noted that additional restrictions or parameters may be established for individual classrooms when individual student allergies or safety needs mandate such additional parameters. These measures may include the utilization of a classroom-specific defined Snack List or a list of snacks that should not be brought into the classroom. Any additional classroom-specific restrictions will be established and communicated to the parents in such a classroom by the building principal, school nurse, and classroom teacher.

14. USE OF FOOD AS PART OF THE CURRICULUM: Whenever food is used as a part of students’ curricular experience, District personnel will consider foods that will allow for *full inclusion* of all students in a classroom.
 - a. Food is not to be utilized as a “reward” or “motivator” for students, except as designated for students with identified special needs.
 - b. Food incorporated as part of the elementary Passports Program, and other similar programs, has been expressly prohibited since the 2010-11 school year, due to the variability associated with ingredient lists, preparation safety, etc.

15. BIRTHDAY CELEBRATIONS: Food is not an option available to help celebrate a student’s birthday in the school setting. As an alternative, parents who wish to assist in the celebration of their child’s birthday in the classroom are encouraged to consider other options, such as:
 - a. Provide a small token gift for members of the classroom.
 - b. Donate a book in the name of the child to either a classroom library collection or the school’s library.
 - c. Determine other reasonable age-appropriate ways to include classroom students.

Miscellaneous

16. BUS RIDERS: Parents will be given the option to share their child’s Food Allergy Emergency Plan with the regular bus driver. It is the District’s expectation that drivers will follow our transportation vendor’s safety guidelines on this/other health-related concern topics, which is to move the bus to a safe location and contact 911 if a health-emergency is identified. As a general rule, food is not to be consumed at any time while students are being transported via school bus.

17. **FIELD TRIPS:** An EAI is to stay with the teacher, the student's own parent if he/she is a field trip supervisor, or the student himself/herself (when applicable) throughout the duration of a field trip. Please refer to Section 3 above for additional information regarding EAI procedures.
 - a. Teachers are to inform the school nurse in advance of an upcoming field trip.
 - b. On field trips during which lunch will be eaten, students will be required to bring their own lunches. Students are asked to bring lunches which are nut-free (free of tree nuts and peanuts), and there is to be no sharing of lunches between students. Bottled water should be the only "purchased" option available to students on a field trip.
18. **SUBSTITUTE TEACHERS:** A health concerns list is to be included in each building's daily "sub folder" which is provided to substitute teachers. Additionally, as is practicable, the school nurse will train substitute teachers how to properly identify the need for, and how to use, EAI's.
19. **EXTRACURRICULARS OUTSIDE THE SCHOOL DAY (Choir, Athletics, etc.)**
 - a. Students are required to carry their own EAI's with them to extracurricular events which take place before- or after school hours.
 - b. Nurses will communicate health concern information to extracurricular sponsors and coaches.
 - c. All extracurricular events/celebrations that include food will require communication in advance to parents of all included students and the use of a parent permission form for any student who has a *Food Allergy Emergency Plan*. Procured foods must be from one of the District's approved outside vendors, or otherwise be in compliance with the parameters outlined in these procedures.
20. **STAFF LOUNGE/OTHER:** Spaces within a building such as the Teacher's Lounge which are designated as areas where nut products and other foods potentially containing allergens may be consumed, should not be used as student-instruction areas. Should circumstances require such use, teachers should take measures to have this space appropriately cleaned prior to use.
21. **FUNDRAISERS:** Fundraisers in which food is sold or distributed to students must include only pre-packaged foods, foods pre-approved by the building principal, or foods procured from one of the approved District food vendors.
 - a. Ice Cream Social Events are family socials designed, in part, with food in mind. Event organizers for these gatherings are to assure that:
 - i. Foods to be served are pre-packaged.
 - ii. Foods chosen should include enough variety as to be inclusive of all students within that building.
 - iii. Foods chosen to be served should be communicated for approval through the building principal.
 - iv. Communication to all building parents should precede the event with enough time to allow parents to make informed decisions about attendance and/or alternatives for their own child.
22. **504 SERVICES:** If at any time Parents of any student believe the District 101 Administrative Procedures for Food Allergies do not adequately safeguard their child while at school, they should contact their Building Principal or the District's Director of Student Services to request a Section 504 meeting to discuss the nature of their concern and whether additional supports are necessary in order to provide a safe learning environment for their child.