

# Procedures for the Management of Life Threatening Allergies 2011-12 School Year

## Goal:

In response to the Allergy Management Policy (EFAB) which was approved at the October meeting of the Whately Elementary School Committee, an Allergy Management Committee was formed. The Committee was comprised of the following members: Peter Crisafulli, WES Principal, Karen Duda WES Cafeteria manager, Stephanie Apanell WES 4<sup>th</sup> grade Teacher, Vicki Sittig WES Kindergarten Teacher, Ralph Lovering WES Custodian, Julia Mason, WES School Nurse and Michelle Rubin, WES parent. They have conferenced together and have recommended the following procedures to meet the needs of the students in our school who have life threatening allergies. These procedures will be put in place immediately at the Whately Elementary School to maintain the safety of four students made known to us by the information provided by their parents and their associated health care providers.

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## General procedures:

- I. There is a Medical Emergency Plan in place for WES (see attached). In the event a student and/or staff member has had a life threatening allergic reaction, the Medical Emergency Team will carry out the necessary care as outlined in the Plan. All students who have an Epi-pen ordered for treatment of life threatening allergies have a health care plan which is pertinent to their specific condition. (see attached healthcare plans for students with a life threatening food allergy and for students who have a life threatening food allergy.)
- II. Epi-pens are maintained in the school health office in an unlocked cabinet. Along with the nurse in the building, staff are educated at least 2 times per year regarding the use of Epi-Pen and managing a life threatening emergency. Trainings are in November and in May of each school year.
- III. Along with the Epi-pens ordered by the health care provider of any person with a life threatening allergy, the school maintains stock Epi-pen to be used if a member of the WES community experiences a life threatening allergy situation. Only the nurse in the building is licensed to make an assessment as to whether an Epi-Pen must be given in the case of an unknown allergen. If a person with an unknown allergy appears to be having a life threatening situation and there is not a nurse available, 911 must be called and upon arrival the Emergency Medical Services must make the determination. A person experiencing a life threatening allergic reaction must ALWAYS be transported to the nearest medical facility for further assessment, even if an Epi-pen is given by the school nurse or her designee.
- IV. In acknowledgment of students in the WES community with peanut and tree nut allergies, it has been determined that there will be no lunchtime food offerings which will include peanut and/or tree nuts as ingredients. Students and staff who eat in the cafeteria, however, are able to bring their own lunches in which food with tree nuts or peanuts can be consumed. Extra measures will put in place to maintain a healthy and safe environment for all persons in the WES community.

- V. At this time there are no individuals with known peanut or tree nut allergies who eat the lunch in the cafeteria from the lower grade wing to include, Kindergarten, First Grade, Second Grade or Third Grade (AKA First Lunch). Food choices containing peanuts can be brought in by individuals who are to enjoy their lunch during this time. It is imperative that once the first lunch is done, that extra care is taken with every table/chair that was used. Wiping the chairs and tables with a 10% bleach solution is necessary after every lunch.
- VI. At Second Lunch (to include Fourth Grade, Fifth Grade and Sixth Grade, there are students with a peanut allergy. During this lunch, there will be three tables designated as "School Lunch Only." Students will continue to receive a "mix it up stick" as they enter the cafeteria. The lunchroom monitor will make sure that the students with a peanut allergy will get the appropriate colored stick which corresponds with one of the three "school lunch only" tables. Other students who will be eating school lunch will randomly be receiving the stick which also matches to the "school lunch only" table.
- VII. In an effort to accommodate the extra time needed to wipe down chairs, lunch time for the First Lunch will now begin at 11:50 am to 12:10 pm, Second Lunch will be changed to 12:40 pm to 1:00 pm. Please see attached Lunch/Recess Schedule.
- VIII. Students will be instructed to wash their hands during the day:  
\*Upon arrival to the school  
\*Before and after meals  
It is important that staff are available to monitor the hand washing.
- IX. Due to nut residue that can be left on surfaces, it is also important that care be taken to wipe door handles, desk surfaces, computer keyboards, books and gym equipment. Again this should be accomplished with a 10% bleach solution. Two computers in the Library Media Center are designated as "Nut-Safe."
- X. For lunches and snacks, WES will maintain a NO SHARING rule. Students and staff are not to share foods that are eaten for snacks and/or lunch.
- XI. There will be signage on the door and throughout the building to indicate that WES is a "Nut Safe School."
- XII. In acknowledgement of students who have bee/hornet allergies, procedures are in place to lend to the prevention/extermination of stinging insects.
- XIII. Beginning Spring, 2012, all outside trash receptacles will be covered. The custodian will do frequent checks to assess presence of stinging insects.
- IVX. In the event an insect nest is noted, an outside extermination company will be contracted to exterminate the nest.

