

Building Use Request

Please be advised that there are many areas of our building that are FOOD FREE.

A building request or request to use other school facilities must be completely filled in by all outside the school groups. The request must be returned to the District Office at least two weeks prior to the next regularly scheduled board of education meeting. Notification will be made immediately after the board meeting. Please print or type.

NOTICE: If the activity is scheduled at a time when custodians are not ordinarily on duty or cafeteria employees are needed the organization will be billed for their services.

PLEASE NOTE: Certificate of Insurance and the review of the District's Anaphylaxis/Allergy Policy with Administration is required. In accordance with our district Safety Plan, those individuals using the building and hosting food & beverage should plan on using the cafeteria for such events. Wipes will be available at the cafeteria door exits.

1. Responsible person in charge:

Name: _____ Telephone # _____

Address: _____

2. Person the Board's reply should be mailed to:

Name: _____ Telephone #: _____

Address: _____

3. Facilities requested:

Building _____ Reason: _____

Other Facilities: _____

Date or dates of use: _____

Time of Use: _____

Equipment used: _____

For Board of Education Only:

Date of Meeting: _____

Request Approved: _____

Request Denied: _____

Bill Services:

Yes: _____

No: _____

Superintendent's Signature

Date

Anaphylaxis Prevention Policy Effective 7/1/2013

Overview

Crown Point Central School District recognizes the life-threatening nature of allergies for some students. The School Board has developed a policy to assist in implementing strategies to minimize the potential for exposure to allergens and train staff to respond in an emergency situation. Although there can be no guarantee to provide an allergen-free environment, education and awareness are key to keeping students with potentially life-threatening allergies safe.

Definitions

For purposes of this policy, "life-threatening allergy" is defined as a condition in which there is documented evidence by the student's healthcare provider that exposure to specific allergens may result in serious bodily harm or death.

Confidentiality and Communication

Ensuring the safety of a student with life-threatening allergies requires education of relevant staff and an awareness of the student's situation. The District will seek written consent from the student's parent permitting the release of confidential student information to the extent necessary to preserve the student's health and well-being, and facilitate compliance with District policies and protocols. Such consent will be kept in the student's permanent file.

Training

The School District will provide education to all school staff regarding life-threatening allergies that is current, medically accurate and evidence-based. Annual educational sessions for staff will include, but not be limited to, a description of life-threatening allergies, the signs and symptoms of anaphylaxis, reasonable steps that can be taken to prevent or minimize the risk of a student with allergies being exposed to the allergen, awareness of food and non-food items that might present risk, and specific steps to follow in the event of an emergency. Additionally, the school nurse will be responsible for providing training in the emergency use of EpiPens to appropriate staff. The building principal will be responsible for scheduling the training and ensuring that all appropriate employees are trained.

Prevention and Treatment Plan

It is recognized that protecting a student from exposure to allergens is the most effective way to prevent life-threatening anaphylaxis. The School District administration, in conjunction with the school nurse or medical provider, will prepare regulations by which the District will implement reasonable and appropriate accommodations to prevent affected students' exposure to allergens and to define the responsibilities of students (depending on age and maturity), parents, and school staff in assisting the affected students avoid exposure to allergens in school, on school buses, and at school activities and, when necessary, to respond to an allergic reaction. Nothing herein will require that the District guaranty an allergen-free school environment.

When a student has a life-threatening allergy, the school nurse will be charged with preparing an individual healthcare plan (IHP) based on nursing diagnosis, nursing interventions, and expected student outcomes. The IHP will include, but not be limited to: patient teaching and development of needed protocols addressing medication and nursing concerns.

Additionally, the District will assemble a team, which may include the parent, the school nurse, the child's teacher, the building principal and other appropriate personnel, which will be charged with developing an Emergency Allergy Action Plan (EAP) for such student. The EAP will contain protocols for rapid response to an emergency. Such protocols will include, but not be limited to: recognizing anaphylaxis in the student, detailing situations in which epinephrine should be administered, stating the names of individuals who may administer epinephrine to the student, establishing a system to communicate with the student's parents and physician, and establishing protocol for calling "911" and seeking emergency medical assistance. The team will also ensure that the EAP is consistent with all relevant District policies and protocols.

If a student with a life-threatening allergy is eligible for accommodations based upon the IDEA, Section 504 of the Rehabilitation Act, or the Americans with Disabilities Act, the appropriate procedures will be followed regarding identification, evaluation, and implementation of such accommodations.

Prevention

The Superintendent and/or his or her designees will establish protocols to ensure the safety of students with life-threatening allergies which include, but are not limited to: provisions for holiday and special celebrations; transportation and field trips; and recognizing and avoiding allergens in school activities.

Monitoring Effectiveness of District Policy

The District will conduct regular assessments of this policy and its attendant regulations and incorporate new research, practices and information as appropriate.

REGULATIONS

Protocols and Procedures

Implementation of appropriate policies and protocols for students at risk for a life-threatening allergic reaction requires a team approach. A critical role is played by the parent or guardian, who must notify the building principal or school nurse of the child's allergy.

The parent of a child with a life-threatening allergy will be asked to provide written consent allowing the District to release the child's confidential information to the following extent:

1. If the child is an elementary school student, permitting the building principal or classroom teacher to send a letter to all parents in the child's class(es) informing them that a student with a food allergy is a member of the class and to solicit their support in accommodating the needs of the child to reduce the risk of accidental exposure to the offending allergen;
2. If the child is an elementary school student, permitting the teacher and/or the school nurse to provide an age appropriate review of food allergies with the classroom students at the beginning of the school year;
3. Permitting the District to provide relevant personnel and volunteers with the child's EAP; and
4. Permitting the District to disclose information regarding the student's allergies to school staff to the extent required to ensure the child's safety.

The parent will also be asked to sign a Health Insurance Portability and Accountability Act (HIPAA) release form, authorizing the child's physician to communicate with the district's nurse regarding the child's medical condition.

If the parent opts not to allow the foregoing to be released, the District will make alternative arrangements that ensure the safety of the student and are consistent with the requirements of the Family Educational Rights and Privacy Act (FERPA).

Emergency Response

The District understands that each student with a life-threatening allergy is unique and requires his or her own Emergency Allergy Action Plan (EAP). Each student's EAP will include, but not be limited to: recognizing anaphylaxis in the student, detailing situations in which epinephrine should be administered, stating individuals who may administer epinephrine to the student, establishing a system to communicate with the student's parents and physician, establishing protocol for calling "911" for emergency medical assistance.

Each EAP will be written in clear, lay language, and will stress the action a school employee will take in the event of an emergency situation.

Each EAP will contain the student's picture, so that it may be used by a substitute teacher.

Each EAP will be developed by a team consisting of the parent, the school nurse, the child's teacher, the building principal and other appropriate personnel.

Classroom Procedures (Elementary School)

1. At the start of the school year, the school nurse, in collaboration with the parent, will provide the classroom teacher information regarding students with allergies.
2. The teacher, in collaboration with the parent of the allergic child and with input from the school nurse, will develop a classroom specific protocol regarding activities that will affect the child especially during holidays or celebrations involving food. Students with life-threatening allergies may store snacks from home, clearly labeled with their name, for their consumption at special times during the school year, in the classroom. Plans for cafeteria lunch and snack time will be reviewed as well as any curriculum-related activity involving allergens. A particular desk or table in the classroom/cafeteria may be designated as an allergen-free zone, and will be cleaned daily, separated from other desks/tables, and reserved for the use of the student(s) with allergies. Copies of these protocols will be maintained by the teacher, the building principal, and the school nurse.
3. Clear instructions will be provided to a substitute teacher about the classroom specific food allergy protocol.
4. All students will be instructed that sharing or trading food will not be allowed.
5. The school nurse will be notified as early as possible to any grade-wide or school-wide activity during school hours involving the consumption of food.

Classroom Procedures (Middle School)

1. At the start of the school year, the nurse will provide the teaching team information regarding students with allergies. The teachers will provide a mechanism to inform special subject teachers and substitutes of students with allergies.
2. The teaching team, in collaboration with the parent of the allergic child and with input from the school nurse, will develop specific protocols regarding activities that will affect the child, especially during holidays or celebrations involving food. Plans for cafeteria lunch and snack time will be reviewed as well as any curriculum-related activity involving allergens. A particular desk or table in the classroom/cafeteria may be designated as an allergen-free zone, and will be cleaned daily, separated from other desks/tables, and reserved for the use of the student(s) with allergies. Copies of these plans and protocols will be maintained by the school nurse, the building principal, and the teaching team.

Classroom Procedures (High School)

1. At the beginning of each academic semester, the school nurse will inform the teaching team of a student with a life-threatening allergy and the procedures for emergency response for that student.
2. The teaching team, in collaboration with the parents of the allergic child and with input from the school nurse, will develop specific protocols regarding activities that will affect the student. A particular desk or table in the classroom/cafeteria may be designated as an allergen-free zone, and will be cleaned daily, separated from other desks/tables, and reserved for the use of the student(s) with allergies. Copies of these protocols will be maintained by the school nurse, the building principal, and the teaching team.

Cafeteria Procedures

1. The school kitchen will prepare all products in a manner that will minimize the risk of cross-contamination of foods. The preparation area and all utensils will be washed in hot, soapy water immediately after completion of the task.
2. School kitchen staff will use latex-free gloves.
3. Areas of the cafeteria or designated tables will be reserved for students who require reduced risk of exposure to allergen products.
4. The staff on duty must provide proper oversight and cleaning of table areas reserved for students with life-threatening allergies.
5. Wipes must be provided and used by any child given permission to leave the cafeteria during his/her lunch period.
6. In order to provide a safe environment, the number of items for purchase that contain allergens will be limited.

Transportation Procedures

1. To the extent permissible under FERPA and/or the disclosure form signed by the parent, the school nurse will notify the Director of Transportation of any students with severe allergies who may be riding a bus. The Director of Transportation will notify bus drivers when a student assigned to ride that bus has an EAP.
2. School bus drivers employed by the school district will be included in annual training provided to all staff regarding allergy symptom prevention, recognition, and implementation of emergency bus procedures.
3. Eating and sharing food is prohibited on routine transportation routes unless medically indicated for a student.
4. School buses must have a working means of two-way communication.

Extracurricular and Sports Participation Procedures

1. In the event that a student with life-threatening allergies participates in extracurricular sports, information regarding the presence of life-threatening allergies will be given to the coach and/or supervising staff member by the school nurse.
2. Practice sessions and home and away games will include plans to implement a student's EAP and plans for carrying an EpiPen.

Field Trip Procedures

1. Planning for field trips will include plans to implement a student's EAP, including plans for carrying an EpiPen.
2. Parents or guardians of a student at risk for anaphylaxis may be invited to accompany their student on school trips, in addition to the chaperone. However, the student's attendance must not be conditioned on the parent's or guardian's presence.
3. The school nurse or a trained staff member will attend field trips attended by a student with a life-threatening allergy in the event a parent does not attend.
4. The teacher or school nurse will have a means of communication to activate emergency medical services.
5. Protocols established for the student regarding lunch and/or snack will be followed.
6. In addition to the usual school safety precautions applying to field trips, the following procedures should be in place to protect the anaphylactic child:
 - Require all supervisors, both staff and parents, to be aware of the identity of the anaphylactic child, the allergens, symptoms and treatment (provided that the parent of the child with a life-threatening allergy has consented to disclosure of his/her child's condition).
 - Two to three EpiPens will accompany anaphylactic child on a field trip.
 - In the event of anaphylaxis, 911 will be called for emergency medical assistance. Epinephrine will be administered pursuant to protocol until emergency medical assistance arrives or until the student is released to the care of his/her parent.
 - The teacher will notify the school nurse at least a week in advance with a list of those students attending the field trip who have an EAP.
 - Only peanut/nut safe foods allowed (provided by cafeteria or brought from home).

Allergies hidden in school activities

1. Wipes will be available and students will be instructed to wipe computer keyboards and musical instruments before and after use.
2. Anaphylactic children will not share musical instruments that go in mouth.
3. To the extent practical, School fund-raising activities will avoid products containing the very allergens that parents are being asked to avoid sending with their children to school.
4. Schoolyard cleanliness contributes to safety of children with life-threatening allergies. Additional yard clean-ups may be advisable after special occasions, outdoor school events at which food may be consumed.
5. Anaphylactic children will not be involved in garbage disposal, yard clean-ups, or other activities that could bring them into contact with food wrappers, containers, or debris, without written parental consent.
6. Foods are often stored in lockers and desks. Allowing the anaphylactic child to keep the same locker and desk all year may help prevent accidental contamination. At the end of the school year, the District will conduct thorough cleaning of lockers and desks.
7. Classrooms may have designated nut-free desk(s) for use only by students with a nut allergy, which will be cleaned at the end of each school day.

Division of Responsibilities

In a school setting, ensuring the safety of children affected with anaphylaxis depends on the cooperation of the entire school community. To minimize risk of exposure and to ensure rapid emergency response, parents, students, and school personnel must all understand and fulfill their responsibilities. Some school boards have prepared formal agreements between the school and the parents, outlining the commitments that each is prepared to make in order to protect the anaphylactic student.

Responsibilities of Parents of an Anaphylactic Child

1. Assist in school communication plans;
2. Provide support to school and teachers as requested;
3. Inform the school of their child's allergies;
4. Provide a Medic Alert bracelet for their child;
5. Provide the school with up-to-date medical information regarding their child and the child's allergies, including a physician's prescription for any medication;
6. Provide the school with at least two up-to-date EpiPens, and keep them current;
7. Assist in developing procedures for reducing risks to their child;

8. Participate in the development of an emergency response plan for their child;
9. Review both the emergency response protocol and the procedures for reducing risk with school personnel annually;
10. Be willing to provide safe foods for special occasions.

Responsibilities of the Superintendent

1. Arrange for staff, including bus driver, training consistent with this policy.
2. Facilitate and support the accommodations developed for individual students, including classroom and cafeteria specific protocols;
3. Provide reminders to staff of the risks of food allergies at high-risk times of the year, for example: Halloween, Christmas, Valentine's Day and end of the year field trips and activities.

Responsibilities of the School Principal

1. Work closely with the parents of an anaphylactic child;
2. Meet with parents of anaphylactic child, teacher or teaching team, school nurse, and other appropriate personnel before start of school year regarding specific protocols addressing student's needs;
3. Take steps to ensure that the parents have completed necessary forms;
4. Take steps to ensure that all policies/procedures are being followed consistently;
5. Take steps to ensure that the parents of anaphylactic child are aware of all relevant board and school policies and procedures and have the opportunity to review them;
6. Notify the school community of the anaphylactic policy and that we have children in our school with life-threatening allergies;
7. Post allergy-alert forms in staffroom and office;
8. Take steps to ensure that all staff, substitutes and volunteers have received information on anaphylaxis, and that appropriate personnel receive training in the use of an EpiPen;
9. Maintain an up-to-date list of school personnel who have received in-service and training in the use of an EpiPen;

Responsibilities of the Classroom Teacher

1. Participate in the planning of the EAP for children in his/her classroom with life-threatening allergies;

2. Elementary classroom teachers of students with life-threatening allergies will discuss the anaphylaxis with the class, including its causes, symptoms, and means of prevention, in age-appropriate materials, provided the parent has consented to such discussion;
3. Take steps to ensure that students do not share lunches or trade snacks;
4. Choose allergy-free foods for classroom events;
5. Establish procedures to ensure that the anaphylactic child eats only what he/she brings from home;
6. Reinforce hand washing before and after eating for students and teacher, and proper procedure for wipes;
7. Facilitate communication with other parents, provided the parent of the child with life-threatening allergies has consented to such communication;
8. Follow the school policies for reducing risk in classrooms and common areas;
9. Leave information in an organized, prominent, and accessible format for substitute teachers, parent volunteers, or others who may have occasional contact with the student;
10. Plan appropriately for time spent outside the building (e.g., field trips, gym class, recess, etc) by ensuring that emergency response plans are considered and EpiPens accompany the child outside;
11. Consistent with the student's age and maturity, escort or arrange an escort for any child who is identified as having a life-threatening allergy to the nut-free table at lunch;
12. Focus on activities rather than food to mark special occasions, including birthdays and holidays.

Responsibilities of Bus Operators and Bus Drivers in Contact with Student

1. Attend in-service sessions provided by the administration;
2. Receive annual training in the recognition of anaphylaxis symptoms and use of an EpiPen;
3. Carry a copy of the emergency alert form on the school bus, displayed in a prominent location;
4. Assist in developing procedures to minimize risk while traveling on the school bus;
5. Take steps to ensure that food is not consumed on the bus;
6. Assist as needed in developing an EAP that relates directly to busing.

7. Be familiar with the student's EAP and implement that part of the EAP related to bus transportation, which may include taking steps to ensure that (a) food is not consumed on the school bus, (b) students with a life threatening allergy are seated in designated seats, and / or (c) the designated seats are wiped with appropriate cleanser prior to and after each bus ride.

Responsibilities of School Nurse

1. Meet with parents, teacher and building principal to develop an IHP and EAP;
2. Distribute copies of the EAP to classroom teacher, administrator, cafeteria staff and anyone else who interacts with student on a regular basis, provided the child's parent has consented to such disclosure, and answer any questions relative to signs and symptoms of an allergic / anaphylactic reaction and the prevention of the same;
3. Educate staff regarding food allergies, allergic reactions, recognizing signs and symptoms of anaphylaxis and prevention and treatment plans;
4. Train school staff in EpiPen administration as appropriate and maintain documentation of those trained;
5. Participate in developing school policy regarding life-threatening allergies;
6. Inform the school principal and other appropriate personnel of children with life-threatening allergies and any adverse reactions to allergens that occur;
7. Arrange periodic follow-up to review effectiveness of individual plans or update medical conditions.
8. Review with the student at least annually his or her knowledge of the symptoms of anaphylaxis, precautionary practices to avoid anaphylaxis and, as appropriate, skills necessary for self-administration of the EpiPen.
9. Advise the transportation department of any children with a life-threatening allergy who ride the school bus, and provide the Transportation Director with each child's AEP, and ensure that he/she receives appropriate information and training in emergency response procedures.

Responsibilities of the Athletic Director

1. Collaborate with the school nurse regarding specific health concerns and ensure appropriate plan of action is in place and shared with appropriate personnel;
2. Ensure that coaches obtain and maintain a copy of the EAP for each student with a life-threatening allergy who attends team practices and/or games;
3. Participate in training regarding recognition of anaphylaxis symptoms and implementing emergency care, and ensure that appropriate coaches, athletic department staff and volunteers receive similar training;
4. Take steps to ensure that emergency communication equipment is always available to coaches, athletic department staff and volunteers in contact with students who have life-threatening allergies;
5. Clearly identify who is trained and responsible for administering an EpiPen in an emergency situation;
6. Consider the presence of allergens involved in school-sponsored athletic activities and modify such activities as needed.

Responsibilities of School Doctor

1. Provide guidance, collaboration, and consultation to school nursing personnel and school administration on the management of anaphylaxis at school;
2. Provide non-patient specific standing orders and protocols for the treatment of anaphylaxis;
3. Assist in the development of procedures for prevention of anaphylaxis and emergency planning in the school;
4. Participate in faculty/staff trainings regarding life-threatening allergies as necessary;
5. Attend Section 504 and CSE meetings when requested by administration;
6. Act as liaison with school and private health care providers as necessary;
7. Assist in developing educational programs for students to promote wellness as necessary;

Responsibilities of the School Food Services Manager

1. Attend training sessions regarding life-threatening allergies;
2. Take steps to ensure sound food handling practices are followed to avoid cross-contamination with potential food allergies;

3. Take steps to ensure that cleaning and sanitation protocols are followed to avoid cross-contamination;
4. Take steps to ensure that reasonable modifications are made for meals served to students with food allergies;
5. Take all complaints seriously from any student with a life-threatening allergy;
6. Ensure nut-free table and chairs are folded and/or covered with plastic at the end of each day;
7. Take steps to ensure that nut-free table is monitored;
8. Take steps to ensure that the nut-free table is designated by different shape/color table and/or chairs;
9. Take steps to ensure that cafeteria monitors clean nut-free table after each use.