

Dallas Center-Grimes CSD
Procedure Regarding Life Threatening Allergies*

1. The parent of a student with a life threatening allergy should notify the building principal, including an explanation of the severity of the health threat, a description of signs and symptoms to be aware of, and a list of foods and materials to avoid. Parents, in consultation with their primary care provider or board certified allergist, will provide the list of allergens to be avoided. The allergy must be clearly documented by the student's primary care physician or a board certified allergist.
2. Building principals, in consultation with the school nurse, will be responsible for notifying classroom teachers, classroom associates, substitutes, and parents of students in classrooms where one or more students have a life-threatening allergy. This information shall also be written on the DCG online registration health form.
3. The building principal is responsible for notifying the Director of Transportation with the name(s) of students with life threatening allergies. The Director of Transportation shall be responsible to communicate this information to the student(s) regular bus driver and any substitute driver.
4. A referral may be made to the Section 504 Building Coordinator to request parental consent for a Section 504 evaluation for the identified student. Individualized accommodation plans will be developed for eligible students based on need.
5. When appropriate, the building principal may request that the parent sign a Health Release of Information to allow ongoing communication between school personnel and the student's physician or allergist regarding the implications of any life threatening allergy and development of an allergy action plan.
6. The USDA requires medical verification that a student has a food allergy disability before food service staff in the Child Nutrition Program can make meal accommodations and provide a safe meal. Parents requesting accommodation will be provided a copy of the [Department of Education's form. The form must be completed and returned to the building principal for food modifications to be implemented.](#)
7. Staff that work directly with children identified as having a life threatening allergy will be trained by the school nurse. This includes, but is not limited to the teacher(s), associates, food service staff, administration, bus drivers, and extra curricular sponsors/coaches/directors. Instruction will include:
 - how to read food labels appropriately for the allergen,
 - use of the student's Food Allergy & Anaphylaxis Emergency Action Plan which is located in the student's health file and is written by the child's physician, and

- use of an epinephrine auto injector (EpiPen or AuviQ) and its location during the school day and during extra curricular activities.
 - how to recognize indications of a life-threatening allergy and how to assist
8. Any allergic reaction will be documented appropriately in the student's electronic health record and the parent will be notified. A review of emergency procedures will occur after each incident requiring use of emergency medication.
 9. Homemade treats, snacks, or other food items for groups of students (i.e., class celebrations) may not be brought into any school building by any student, parent, or staff member. Only prepackaged or commercially-prepared foods that contain a complete ingredient list will be allowed for groups of students.
 10. Classrooms with students who have life threatening allergies may have more specific guidelines depending on the type(s) of allergy that will be communicated to all students and their parents in that classroom. This may include a request to parents that they avoid sending snacks or food to the classroom that contains the identified allergen.
 11. Alternative snacks will be provided by the parent (if deemed necessary) and may be kept with the teacher for times when the student may not be able to participate in the regular classroom snack.
 12. Handwashing procedures meant to avoid exposure, including washing hands with soap and water before and after eating will be emphasized in a classroom where a food allergy exists.
 13. A table will be designated in the lunchroom that is allergy aware. Any student with food allergies may elect to sit at this table. Seating accommodations may be provided to minimize access to the food allergen.

Dallas Center-Grimes CSD will promote a safe physical environment that protects children with allergies and provide a climate that supports their positive psychological and social development. Children with allergies need an environment where they feel secure and can interact with caring people they trust.

*Dallas Center-Grimes CSD uses the Center for Disease Control and Prevention's [Voluntary Guidelines for Managing Food Allergies In Schools and Early Care and Education Programs](#) to guide its policies, procedures, and training.