

## Allergy Aware Food Policy

The purpose of this policy is to establish a safe environment for students with food allergies and to support parents regarding food allergy management. Good Shepherd Episcopal School, along with parents, will work together to create a plan within the school's parameters that is developmentally appropriate for students. Therefore, our policy is organized into three sections: Early Childhood, Lower School, and Middle School.

### **ALL GRADES - LAYERS OF PROTECTION**

Protocol for prevention of anaphylaxis and protection of students with allergies

- Parent(s) must complete a detailed Good Shepherd Episcopal School Food Allergy Action Plan signed by a physician. The Plan includes known allergen(s), signs, and symptoms specific to the child when exposed to the allergen(s) and actions to take when exposure occurs. This plan must be submitted to the school AT LEAST TWO WEEKS prior to the first day of school to give the nurse ample time to organize and prepare the clinic and teacher(s) with specifics to care for the student(s) with allergies.
- Parent(s) will bring the completed, signed Allergy Action Plan, appropriate medications and Medication Administration Form(s) to the clinic at least TWO WEEKS PRIOR to the first day of school. The forms can be printed from the Good Shepherd Episcopal School website or the SNAP Health Portal.
- Parent(s) must provide the clinic with CURRENT medications. If expired medications are not replaced immediately, the student will not be permitted to attend school until current medications are brought or a signed physician statement is provided stating the child no longer has a life-threatening allergy or no longer needs the medications to treat and manage the allergy.
- Parent(s) will provide the clinic an "Allergy Pack" containing an Epi-Pen, if needed, and all other medications needed for treatment of food allergy.
- While an Epi-pen may be kept in the classroom, a back-up is required in the clinic.
- Classroom teachers will be notified of student(s) with allergies, and if appropriate, a sign will be placed outside classroom.
- Parent(s) will provide alternate snacks if requested by school.
- Parent(s) will provide a list of foods containing possible allergens to the classroom teacher and the nurse.
- School Nurse will make a copy of the Allergy Action Plan and provide a copy to classroom/advisor teacher, PK through 2nd grade C.O.E, trip leaders and a copy will be placed in the Field Trip "Go" bags.
- Teachers will place the Allergy Action Plan in the substitute information folder, along with information sheets that address signs and symptoms of anaphylaxis.
- Annually, faculty and staff will review anaphylaxis signs and symptoms and how to use an Epi-Pen.
- Children with food allergies are seated either (depending on age appropriateness) at end of lunch room table or at an "allergy aware table."
- Tables in Kincaid will be cleaned with appropriate solution between classes.
- GSPO monthly Birthday Table treats must be allergen free.
- Teachers and students will discuss with class why it is important not to share food, or place hands on another student's lunch. Also, teachers will remind students clean hands prior to and after lunch to avoid spreading the allergens by casual contact.
- If there are any children with allergies in Early Childhood, all classrooms send an email home the first week of school explaining the child's medical needs and how other parents can help. A copy of a grade appropriate letter will be given to the teacher by the school nurse prior to Meet the Teacher.
- The process for grievance with this policy shall follow the Good Shepherd Episcopal School Student/Parent Handbook. If a parent has a concern, the first individual to contact is the teacher, if no resolution is achieved the parent should then contact the proper Division Head. If the above steps have been taken and there is no resolution, the Head of School may be contacted. If presence of the school nurse is requested, she may be included in the meeting upon a mutually agreed date, time and place.

## **EARLY CHILDHOOD**

### **PREKINDERGARTEN**

- EPI-PENS/ALLERGY PACK - due to the location of the Pre-K classes, if a child requires an “Allergy Pack,” one must be kept in the classroom “Go-Bag” and carried to any activity where food may be served. An Epi-pen back-up is required to be kept in the Good Shepherd Episcopal School clinic.
- SNACKS/FIELD TRIPS - teachers will choose, and Good Shepherd will provide, allergen-free snacks, vegetables or fruit.
- TREATS - food treats brought in for special occasions must be allergen-free or an appropriate substitute is to be provided by the parent of student with allergies.
- KINCAID - an “Allergen Aware Table” will be provided for students. Teachers will manage the students who sit at this table.
- ADMINISTRATION OF EPI-PEN MEDICATION - if medication is required the nearest adult will administer the medication

### **KINDERGARTEN/PRIMER**

- EPI-PENS/ALLERGY PACK - may be kept in the classroom in the “Go-Bag” that is carried to any activity where food may be served. An Epi-pen back-up is required to be kept in the Good Shepherd Episcopal School Clinic.
- SNACKS/FIELD TRIPS - teachers will choose, and Good Shepherd will provide, allergen-free snacks, vegetables or fruit.
- TREATS - food treats brought in for special occasions must be allergen-free or an appropriate substitute is to be provided by the parent of student with allergies
- KINCAID - an “Allergen Aware Table” will be provided for students. Teachers will manage the students who sit at this table.
- ADMINISTRATION OF EPI-PEN MEDICATION - if medication is required the nearest adult will administer the medication

## **LOWER SCHOOL**

### **FIRST GRADE**

- EPI-PENS/ALLERGY PACK - may be kept in the classroom in the “Go-Bag” that is carried to any activity where food may be served. An Epi-pen back-up is required to be kept in the Good Shepherd Episcopal School Clinic.
- SNACKS /FIELD TRIPS – families must provide an allergen-free snack in classrooms that are designated as “Food Allergy Aware.”
- TREATS - food treats brought in for special occasions must be allergen-free in classrooms that are designated as “Food Allergy Aware” or an appropriate substitute is to be provided by the parent of student with allergies.
- KINCAID - an “Allergen Aware Table” will be provided for students. Teachers will manage the students who sit at this table.
- ADMINISTRATION OF EPI-PEN MEDICATION - if medication is required the nearest adult will administer the medication

### **SECOND GRADE - Transition to self-sufficiency begins**

- EPI-PENS/ALLERGY PACKS- may be kept in the classroom in the “Go-Bag” that is carried to any activity where food may be served. At the beginning of the school year, the teacher will help the student remember to carry the pack. As the school year progresses, the student will assume more responsibility in carrying the pack to all activities. An Epi-pen back-up is required to be kept in the Good Shepherd Episcopal School Clinic.
- SNACKS/FIELD TRIPS -families must provide an allergen-free snack in classrooms that are designated as “Food Allergy Aware.”
- TREATS - food treats brought in for special occasions must be allergen-free in classrooms that are designated as “Food Allergy Aware” or an appropriate substitute is to be provided by the parent of student with allergies
- KINCAID - an “Allergen Aware Area” of a table for students. This area will be at the end of the rectangular tables in Kincaid. Teachers will manage who will sit at this area.

- ADMINISTRATION OF EPI-PEN MEDICATION - if medication is required the nearest adult will administer the medication

### THIRD GRADE/FOURTH GRADE - Transition to self-sufficiency continues

- EPI-PENS/ALLERGY PACKS - may be kept in the classroom in the “Go-Bag” that is carried by the student to any activity where food may be served. An Epi-pen back-up is required to be kept in the Good Shepherd Episcopal School Clinic.
- SNACKS/FIELD TRIPS- families will provide snacks. At this age, it is expected that the student will be fully aware of the allergy and there will be no restrictions imposed on classroom snacks. All students are encouraged to clean hands before and after eating snacks.
- TREATS - food treats brought in for special occasions must be allergen-free in classrooms that are designated as “Food Allergy Aware” or an appropriate substitute is to be provided by the parent of student with allergies
- KINCAID - an “Allergen Aware Area” will be available for students. This area will be at the end of the rectangular tables in Kincaid. Teachers will manage who will sit at this area depending on space available.
- ADMINISTRATION OF EPI-PEN MEDICATION - if medication is required the nearest adult should administer the medication.

## MIDDLE SCHOOL

### GRADES 5-8 - self-sufficiency is expected

- EPI-PENS - with properly-signed paperwork from a physician, an Epi-pen may be carried to all classes and lunch by the student. If an injection is required, the nearest adult will administer the medication. An Epi-pen back-up is required to be kept in the Good Shepherd Episcopal School Clinic.
- SNACKS/FIELD TRIPS - families may provide a snack or snacks can be purchased during study breaks at the Signature Services mobile kiosk. Students are expected to be aware of allergens and know how to read the label of any food brought to school or purchased at school. All students are encouraged to clean hands before and after eating.
- BIRTHDAY TREATS/TUESDAY ADVISORY BREAKFAST - students are expected to be aware of allergy and know what can and cannot be consumed.
- KINCAID - student may choose to wipe down area of table and chair with the appropriate cleaning solution and is expected to consult with friends prior to lunch to plan accordingly for seating. Use of own utensils is recommended. Student should clean hands after finishing lunch and prior to leaving Kincaid for recess.

## CAPERS/PUMAS

### Grades PK-4

- Allergy free snacks will be provided to each child in Capers. Snacks may be brought from home but are required to be allergy free, if not, the snack(s) will remain in the student’s backpack and he/she will be given a Capers provided snack.
- Grades 5-8
- Middle School students are expected to be aware of his/her allergies and are responsible for himself/herself.

## CLASSROOM OF THE EARTH (C.O.E.)

### All Grades

- When a student with a food allergy is present on a C.O.E. excursion, substitutions will be made, i.e. Sunbutter in place of peanut butter and trail mix without peanuts, tree nuts or other allergens.

## SUMMER PROGRAMS

### All Grades

Because no medical personnel are on consistently on campus during summer programs, peanut and tree-nut products are not permitted when students bring lunches and or snacks from home.

Parent(s) will provide the Director of Summer Programs an “Allergy Pack” containing an Epi-Pen, if needed, and all other medications needed for treatment of food allergy.