

Insect and Food Allergy & Anaphylaxis Guidelines

The Seven Hills School recognizes the potential severity of allergies, whether they are to food, insects, or latex. The school wants to partner with families to provide for the inclusion and safety of the allergic student, to ensure that there is a plan in place to try to avoid allergen exposure as much as possible and to provide direction for emergency treatment in the event of accidental exposure.

Of course, the policies described in these guidelines will not completely eliminate the risk of an exposure; therefore, parents are responsible for teaching their child to advocate for themselves and to use preventative measures to avoid allergens. Parents/guardians are also responsible for working with their child's allergist to educate the student about allergy management and to take other measures that are in the student's best interest.

Because younger students are still learning about how to manage the risks associated with their allergies, the Lower School policies have been designed to reduce, as much as reasonably practical and possible, the risk of accidental exposure to allergens. This will involve a partnership among parents/guardians, teachers and staff, and the school nurse, whose specific responsibilities are spelled out below.

Since older students are generally better able to manage their allergies, policies regarding food are less stringent than in Lower School. At Middle and Upper School, the school nurse will provide guidance for these students and their families. Students will be allowed to carry their own epinephrine autoinjector, with the doctor's written permission on file with the Nurse's Office, in conjunction with an additional epinephrine autoinjector on site in the Nurse's Office.

The following guidelines have been developed for this purpose.

Communication and Reporting of Food Allergies:

1. The parents/guardians of a new student with diagnosed food allergies must initiate a meeting with the school nurse and/or the homeroom teacher or multiple teachers depending on the grade level prior to the first day of school. If a returning student has any changes to their existing diagnosed food allergies, the parent/guardian must initiate a meeting with the school nurse and/or the homeroom teacher or multiple teachers depending on the grade level as soon as there is a change to the student's medical needs. The purpose of this meeting is to discuss the student's medical history, needs, and care during the school day. For returning students, this meeting is optional unless something has changed in the student's diagnosis or treatment. It remains the responsibility of the parent/guardian of the student to communicate any changes in diagnosis or treatment with the school and school nurse.
2. Parents/guardians are responsible and expected to supply the following medical forms and medications to the divisional nurse prior to the first day of school or as soon as a student is determined to have a life-threatening allergy:

- a. Emergency Care Plan (ECP)
- b. Individual Health Plan (IHP)
- c. Consent to Administer Medication at School form (one medication per form)
- d. Two epinephrine autoinjectors for use during the school day.

Autoinjectors are not transported between the Lower School campuses. Students who attend school or school activities on both Lower School campuses must provide a set of autoinjectors for each campus. If any of the information required on the above forms changes for a student, the parent/guardian is responsible for providing the school with updated information and forms.

Antihistamine is already stocked in the Nurse's Office.

3. Parents/guardians are responsible for and expected to educate their child in the self-management of their food allergy, including:
 - a. Safe and unsafe foods
 - b. Strategies for avoiding exposure to unsafe foods
 - c. Symptoms of allergic reactions
 - d. How and when to tell an adult/friend that they may be experiencing an allergy-related problem
 - e. How to read food labels (age appropriate)

Food at School

Food for communal consumption is provided solely by the school. Food is consumed on our campuses in multiple locations and at multiple times. The policies governing its consumption are as follows:

1. **Lunch:** Most families of students with food allergies prefer to pack their child's lunches. Lunch is available for purchase; however, it will be each parents'/guardians' responsibility to use the Individual Health Plan (IHP) to document the student's food allergies. Families are expected to check ingredients of cafeteria items before purchase. Ingredients of food served in the cafeteria are available for review online.

Cafeteria staff receive annual food allergy training from the school nurses. Students' IHPs will be shared with cafeteria staff.

- a. **In grades K-5:** Parents/guardians of an allergic student are responsible for completing the IHP and returning it to divisional nurse. The IHP informs the

school staff of all precautions to be taken throughout the school day, including cafeteria seating arrangements. The cafeteria maintains an “allergen free” table. The consumption of peanuts and tree nuts is restricted at this table only, and the consumption of other foods will also be restricted (either the whole table or a portion thereof) based on the allergies documented by the students who utilize the lunch table. Table signage will indicate what allergens are not allowed at the table, and this list will change and be updated yearly with the students who intend to use this seating. Friends of these students are welcome to join them, space permitting, as long as their lunches do not contain any restricted allergens.

Lunch duty teachers monitor the allergen free table to be sure that there are no students at the table with known allergens in their lunches. All students are asked to clean their hands after lunch. The table is cleaned with a sanitizing solution or disinfecting wipes after each lunch.

- b. **In grades 6-8:** Middle School students have greater latitude in where to eat, therefore there is no designated allergen free table. Beginning in Middle School, special cafeteria seating accommodations may be made in the IHP and discussed before the start of the school year or at the time of allergy diagnosis.
 - c. **In grades 9-12:** Upper School students have greater latitude in both where to eat, as well as whether to purchase food prepared off campus. The student’s family must still use the IHP to document any seating or other cafeteria accommodations that the student needs related to lunch consumption. The school is not responsible for decisions that students make when they purchase food off campus or for the contents of such foods.
 - d. When students attend a lunchtime club meeting or other school-sponsored activity, student is responsible for notifying the faculty advisor of that activity of their upcoming attendance in advance, particularly if this is their first attendance. The faculty advisor will then make appropriate and reasonable accommodations to safely include that student (which may include seating arrangements, asking other students not to consume a particular allergen in the room, or, if appropriate, provide food for that activity that is free from the allergen of concern).
 - e. When a restaurant or chef is contracted to prepare food for students (e.g. Guest Chef Fridays, catering), the school is responsible for sharing allergy information with the vendor, ascertaining ingredient and food preparation techniques, discussing omission of specific ingredients, and sharing that information so that students can make informed decisions.
2. **Snacks:** The snacks policy varies as students mature. At the beginning of the school year, all parents/guardians of a classroom will be notified of any allergens in the classroom that

may preclude the consumption of those allergens in that room, whether the snacks are provided by the school or by the students' families.

- a. **In PreK:** All snacks are provided by the school and are limited to foods that do not include any allergens (or are labeled with cross contact information for allergens) of any students in the classroom where those snacks are served.
 - b. **In Grades 1-5:** Snacks will be provided by parents/guardians for their own child. At the beginning of the school year, parents/guardians will be notified of any food allergies that are present in their child's classroom, and reminded to send snacks that do not contain those allergens. Snacks are not shared among students. We encourage families to send healthy snacks.
 - c. **In grades 6-8:** Students may bring their own snacks to school to be consumed in communal spaces during "Fruit Break". There are dedicated "allergen aware" eating areas, such as classrooms, which display signage as to what allergens are restricted in those areas. Any student whose snack does not include restricted allergens is welcome to utilize those areas.
3. **Field Trips:** At least one week prior to any field trip, the teacher will notify the school nurse via email about the details of the field trip. The teacher will also notify parents/guardians of the trip itinerary, including planned restaurant or food service selections, if applicable, so that parents/guardians may contact the restaurant in advance as desired. It remains the parent/guardian's decision to contact the restaurant in advance of the field trip to coordinate any allergy information. For long distance and overnight field trips, food consumption on buses shall not include food that contains the known allergen for the student with food allergies who may be on that trip. School personnel will work with families in advance of such a trip to review specific accommodations that are required to ensure the student's safety and inclusion.
 4. **Special Occasions:** Birthday celebrations and classroom parties are food-free in the Lower and Middle School. Parents/guardians are prohibited from sending in food or treats for birthdays, and any food or treats sent in with a student will be discarded or sent home, as the School determines.

In the Upper School, food may be purchased by faculty for limited special occasions. However, faculty will be notified at the start of the school year of any food allergies in their advisory/classroom and will not purchase foods that contain those allergens. They will also make every effort to purchase foods that do not pose an allergen cross-contact risk for those students (e.g., foods that contain a "may contain" warning on their label for a particular allergen), so that all students may be included safely in the celebratory activity. Students in the Upper School are responsible for refraining from consuming any treats or food that contain allergens and for making decisions that are applicable to their allergy needs.

5. Inter-Campus Shuttle: No food is to be consumed on the shuttle at any time. Shuttle drivers are authorized to ask students to keep any snacks in students' backpacks.
6. Athletic Practices and Competitions: Students are permitted to bring snacks for individual consumption only to team practices and athletic competitions. Students are prohibited from bringing snacks that include peanuts and tree nuts, and may be asked to avoid other allergens depending on the needs of teammates.
7. Food for Educational Purposes: Faculty are expected to minimize the use of food for instructional purposes. In the event that the presence of food is unavoidable, (e.g., World Language classes that teach international cultures, May Term cooking classes) teachers will reach out to parents/guardians to discuss suitable alternatives that accommodate the student's health, safety, and inclusion and that are consistent with the student's IHP.

In the event that a classroom or extracurricular activity necessitates the use of containers that once held food, (e.g., arts projects, science experiments, theater props) faculty will reach out to parents/guardians to ensure that none of these items pose a safety or health risk to the student and that the substitutions are made that are consistent with the student's IHP.

8. School Sponsored Activities: The serving of communal food at school sponsored events is planned with reasonable effort to accommodate the known food allergies of the students who are expected to attend. The school makes a reasonable effort to provide ingredient and allergen information for all items served. Due to the prevalence of these allergies, all items must be peanut and tree nut free. All food intended for communal consumption is purchased by the school.

For events that are not intended for students, such as alumni, development, admissions, and administrative functions, the event organizer ensures that if an event is held in a classroom, the food served will comply with the allergens restricted in that classroom.

Bake sales are not permitted.

Preventing and Treating Allergic Reactions

Seven Hills School takes reasonable and appropriate steps every day to minimize the likelihood of an allergic reaction at school through policies that focus on the avoidance of allergen cross-contact and to prepare for an allergic reaction should it arise. These policies are as follows:

1. Epinephrine Access and Administration: Epinephrine is the only medication that can stop the escalation of an allergic reaction and familiarity with its administration is an important component of the school's food allergy preparedness.
 - a. Families with students with diagnosed allergies to food, insect bites and stings, and latex must provide the school with a minimum of one two-pack of

epinephrine autoinjectors with the student's name clearly visible on the prescription label. One autoinjector will be kept in the nurse's office and the student may carry the other with written parent/guardian approval. Use of this epinephrine and self-carry authorization will be documented in the student's Emergency Care Plan. Additional epinephrine autoinjectors may be necessary for students who are not able to carry their own epinephrine and/or students who attend the After the Bell program but not on their home campus and/or participate in sports teams or other extracurricular activities that meet outside of the normal school day.

- b. When a student attends a day or overnight field trip, the student's epinephrine that was provided to school is sent with the supervising faculty for that trip, along with the student's IHP and Emergency Care Plan.

The school maintains a supply of stock epinephrine autoinjectors across both campuses in high traffic locations. These devices are intended for emergency use when a member of the school community experiences an unanticipated reaction to an unknown allergen (e.g., a first-time bee sting, eating a food for the first time) but pursuant to Ohio law, can be used on any student believed to be experiencing an allergic reaction, with or without a diagnosis. These stock autoinjectors do not replace the supplied autoinjectors of a student with known allergies but are available if the student's own medication is not immediately accessible.

2. The Nurses' Offices: School nurses play an essential role in managing allergies on campus. Their functions include:
 - a. The nurses provide annual (or more often as necessary) training for faculty/staff with regards to allergy signs, symptoms of anaphylaxis, epinephrine administration, and inhaler administration. Teachers/staff are also required to complete an online training module provided by a nationally recognized food allergy education organization or the equivalent.
 - b. The nurses include the allergic student's name on a confidential list given only to teachers, and coaches, as appropriate. A list of the foods that applicable students are allergic to is also available in school cafeterias. In Lower School, the nurses provide a copy of the student's Emergency Care Plan to each teacher in the student's Unit or grade as well as all specials or MAPELL teachers. Copies are also kept in the Nurse's Office medication binder and in each student's emergency box. Copies may also be placed in After the Bell binder and the cafeteria.
 - c. The nurses place all emergency medications in predetermined locations in each division and/or as agreed upon with the student's parents/guardians and note these locations on the IHP.
 - d. The nurses ensure that parent-supplied emergency medications are sent on all field trips, including overnight trips.

- e. The nurses notify parents/guardians of upcoming expiration dates on emergency medications.
3. School Faculty and Staff: The adults who are with the students throughout the school day play a vital role in their safety and health.
- a. School faculty and staff are trained annually on the signs, symptoms, and treatment of allergic reactions and anaphylaxis, including the administration of epinephrine.
 - b. The athletic department provides all coaches with a copy of each athlete's Emergency Care Plan and Individual Health Plan. The athletic department highlights the food/insect allergic students to the coaches. Coaches in 7th-12th grades receive epinephrine autoinjector training when certified in CPR/AED/FA and can be trained yearly as made available to the school nurse via the athletic department. Volunteer coaches receive epinephrine autoinjector training by the school nurse.
 - c. Lower School teachers review the Emergency Care Plan and Individual Health Plan for each of their students and keep a copy of each in the sub folder. The divisional office will inform the substitute teacher of the allergic students in the class. Lower School teachers also inform parents/guardians about food allergies in their classroom at the beginning of the school year.
 - d. Middle/Upper School teachers may review Emergency Care Plans for Middle and Upper students in the appropriate Nurse's Office.
 - e. In the absence of the school nurse, teachers are trained to follow the Emergency Care Plan in the event of a suspected or known accidental exposure to an allergen.
4. Students: Students can be taught to exercise self-care and self-advocacy even at a very young age. These skills can be adapted to be age appropriate and last a lifetime:
- a. As is age appropriate, students are expected to know the signs and symptoms of an allergic reaction, and be able to demonstrate proper self-administration of an epinephrine autoinjector, inhaler or other prescribed emergency medication to the school nurse.
 - b. As determined by parents/guardians and approved by the student's physician in writing, a student may carry emergency medication if they can do so responsibly. The student's physician must check the appropriate box for self-carry on the "Consent to Administer Medication at School" form.

5. If an Allergic Reaction is Suspected

- a. Upon being notified by a student's teacher, coach, classmate, or the student themselves about the reaction, the nurse will come to the student's location

immediately. The student is not expected to travel to the nurse's office, as walking/movement can accelerate the progression of an allergic reaction.

- b. **Protocol if the student has a known, diagnosed allergy:** If the student has an allergic reaction that requires the administration of epinephrine, the student's prescribed epinephrine autoinjectors will be used. Emergency medical services (EMS) will be called via 911 immediately following administration of the medication. Parents/guardians will be called after EMS is called and parents/guardians will in all likelihood be meeting their child at the closest hospital.
- c. If a student's Emergency Care Plan specifies the use of administration of antihistamine for particular types of reactions, the parents/guardians will be called after the antihistamine is administered, and will be asked to take the child home for the remainder of the school day.
- d. In the event that a student's epinephrine is not available or has expired, the school's supply of stock epinephrine may be substituted.
- e. **Protocol if the student does not have a known, diagnosed allergy:** If the student has an allergic reaction that requires the administration of epinephrine, one or more of the school's stock epinephrine autoinjectors will be used. Emergency medical services (EMS) will be called via 911 immediately following administration of the medication and parents/guardians will in all likelihood be meeting their child at the closest hospital. Parents/guardians will be called after EMS is called. Please refer to Non-Individual Specific Epinephrine Policy and Protocol for additional information.

Conclusion

This document is intended to delineate the school's policies and practices related to insect and food allergy and anaphylaxis. Important forms, which must be completed by parents/guardians and, in some cases, a student's physician, are added to this document.

As always please contact the School Nurse with any questions.