

**MEDFORD TOWNSHIP PUBLIC SCHOOLS**  
**Department of Pupil Personnel Services**

**FOOD ALLERGY PROCEDURES**

In order to safeguard the health and well being of children with significant food allergies, the following procedures have been formulated:

**THE PARENT WILL:**

- Provide the school with documented medical verification of a food allergy or sensitivity to a food subject.
- Provide yearly medical authorization for administration of Epi-pen or other emergency procedures for anaphylactic reaction.
- Provide medication ordered by doctor for allergic/anaphylactic reaction.
- Provide lunch for the child. If the parent wishes their child to buy lunch at school, the parent will be responsible for checking food item content with the food service director.
- Provide snacks and/or birthday treats for the child to use at school if necessary.
- Accompany their child on field trips whenever possible or provide a delegate. If unable to go on a trip, the parent will notify the school as soon as possible so alternate arrangements can be made.
- Educate the child in safe management of their food allergy, including restrictions of food sharing.

**THE NURSE WILL:**

- Institute an emergency health care plan for the child based on doctor's orders. He/she will be responsible to see that this is reviewed yearly. Copies of these care plans will be made available to the parents, principal and teacher.
  - Provide education on 'a need to know' basis a least once a year, or as often as necessary, to all staff and bus drivers regarding children with food allergies. Attendance at these in services will be recorded.
  - Post food allergy awareness information throughout the school.
  - Alert parents and room parents of elementary students to the presence of children in the classroom who have food allergies.
  - Follow protocol submitted by the student's physician if accidental ingestion occurs.
  - When necessary, consult with persons involved with supplying snacks/foods for class/grade/school events (i.e. parties, dances, picnics).
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#### **THE DISTRICT WILL:**

- Provide emergency Epi-pen delegate training when appropriate and possible.
- Provide an Epi-pen trained nurse to accompany the child on field trips whenever the child's parent or delegate cannot accompany the child.
- Develop a school policy to deal with harassment situations by other students.
- Maintain a policy of no food consumption on buses, and discourage food sharing in the cafeteria and at snack time.
- In-service bus drivers regarding food allergies and emergency procedures.
- Provide parents with a copy of the District's food allergy policy.
- Provide a "safe" table in the cafeteria, if necessary, for doctor mandated children with severe food allergies.

#### **THE TEACHER WILL:**

- Keep information regarding students with allergies in conspicuous place available for substitutes.
- Be aware of the symptoms of food allergy.
- If accidental ingestion is suspected, will call the nurse immediately or send student to the nurse with an adult escort.
- Exercise caution when using food or candy as part of a lesson or as a reward.
- Notify the health office of planned trips and classroom food events at least two weeks in advance if there is a child in their class with a severe food allergy who needs medical supervision on a trip.
- Make school nurse aware of planned activity for field trips - i.e. peanut picking.
- Invite parents of food-allergic children to plan and organize parties and other special events.

#### **FOOD SERVICE WILL:**

- At the parent's request, meet with a parent to discuss the lunch program.
- Provide parents with information regarding the ingredients of specific lunch items.