

## WESTPORT PUBLIC SCHOOLS

### Guidelines for Managing Students with Life Threatening Food Allergies

#### Including Guidelines for Managing Glycogen Storage Disease

#### General Goals

1. Maintain student safety during academic and extracurricular activities
2. Promote student confidence in negotiating the school environment
3. Support student's acquisition of knowledge, competency in self-care, and self-advocacy skills

Goals and plans are developed based on a student's individual needs, family preferences, and district policy and procedure. The following procedures are to serve as a guideline in order to promote the health, safety and learning of individual students with a severe allergy to food, and to achieve the above goals. In addition, Westport Public Schools is committed to achieving an inclusive, non-discriminatory, and safe school climate for all students with life threatening food allergies.

- The parent/guardian will inform the school nurse of his/her child's severe food allergy prior to the opening of school or as soon as possible after a diagnosis.
- The school nurse will contact the parent/guardian to discuss the student's allergy, symptoms, and present treatment plan, and provide the parent/guardian with information regarding the school district's procedures for addressing the student's special healthcare needs in school. The nurse will also provide the parent/guardian with the appropriate paperwork to be completed by the student's health care provider (i.e. Food Allergy Management Plan, or other appropriate medication order form).
- The parent/guardian will return a completed Food Allergy Management Plan to the school nurse along with the medications to be administered at school as soon as possible. In accordance with State of CT. regulations, medications must be brought to the health office by an adult in an original container. It is strongly

recommended that the expiration date of medications be beyond the end of the school year. If the student does not have a school picture on file in the district, the parent/guardian will provide a photograph of the student to familiarize staff with the student and for use on the student's care plans.

- The nurse will review all medication orders and the allergy management plan to verify that they meet the established medication policies and procedures of the Westport Board of Education. If there are questions or concerns, the nurse will contact the health care provider.
- With the written authorization of the parent/guardian and a qualified medical professional, any student with a medically diagnosed life threatening allergic condition may (1) possess, (2) self-administer, (3) possess and self-administer his or her medication including, but not limited to medication administered with a cartridge injector.

In accordance with district policy, all emergency medications, except for those approved for self-administration, or self-carry, shall be stored in an unlocked, clearly labeled and readily accessible cabinet in the health office. The emergency medications cabinet should be locked outside of regular school hours, unless there is an exception made pursuant to a student's medication and individualized emergency care plan. In accordance with district policies and procedures, medications approved for self-administration, or self-carry must be kept on the student's person, or immediately under his/her control and supervision at all times.

- The school nurse will convene an annual meeting, to which the parent/guardians and students as appropriate are invited to develop or review and revise the individualized health care plan( IHCP), and or the emergency care plan (ECP), and or the section 504 accommodation plan. School representatives at the

meeting may include the principal or other administrator, school nurse, and classroom teacher or teacher representative. The school nurse, prior to the annual meeting, will collaborate with the family and student's health care provider(s), to gather relevant medical information, including treatment protocols and authorization forms. With this information, the school nurse will initiate, for consideration at the meeting, a draft IHCP and, if indicated, a draft ECP and transportation plan (TP). If the parent requests not to convene the annual meeting with the full team, the school nurse will review the plan with the parent. In this event, the parent will review and sign the current IHCP and IECP as written by the school nurse, and the school nurse will document the parent's request not to meet. The school nurse or parent may convene additional meetings between the parent/guardian and school staff when there are important changes in the student's health status and health needs in school. For students in grade 9-12, the school nurse will review the IHCP with all parents via telephone or in person. An IHCP meeting will be convened if the parents or school nurse believe a meeting is necessary. If at any time there are questions or concerns about the plan the school nurse will contact the parent.

- The school nurse will review the plans as well as provide education regarding the specific allergy with appropriate members of the school team. A copy of the IHCP will be provided to the parent/guardian and to team members who have responsibilities assigned in the plan. The IECP and TCP will be shared with all staff as is appropriate (e.g., "specials" teachers, paraprofessionals/recess staff, food services staff, district transportation coordinator, bus driver)
- If it is suspected that the student has a qualifying disability under Section 504, the school will convene a Section 504 meeting to determine eligibility. If a student is found eligible, a Section 504 Accommodation Plan – Format II will be developed as a part of the accommodation plan. The school nurse will distribute and review the finalized plans with the appropriate staff by the opening of school, or as soon as the plans are finalized.
- The school nurse will delegate medication administration in the event of a field trip or other extra-curricular activity, in accordance with the district

policies and procedures. The school nurse will provide medication administration training to the delegate(s) at least annually, and more frequently if indicated. The school nurse will maintain documentation of such training for each school year, including dates, content, individuals who have completed training, and the name and credentials of the school nurse who provides the training. Such training will be documented on Westport Public Schools forms developed for such purposes, *General Principles of Medication Administration* and *Student Specific Principles of Medication Administration*. When a school nurse delegates medication administration, the school nurse shall be responsible to provide and document ongoing general supervision to the delegate(s) in accordance with district policies and procedures.

- The IHCP, IECF and TCP will be reviewed and revised yearly bases on current health needs and developmental level of the student.
- Epinephrine will be stored for rapid access during school hours.
- Health Assistants will be trained in the administration of epinephrine and recognition and administration of epinephrine to a previously undiagnosed student.

## Glycogen Storage Disease

Glycogen storage disease (GSD) is an inherited disorder in which an abnormal amount or type of glycogen is stored in the liver. This abnormal storage results from the liver's inability to adequately regulate the metabolism of glycogen and glucose. Treatment of GSD depends on the type of GSD. For the types of GSD that can be treated, patients must follow a special diet. Parents or guardians of students with the disease, or those they designate, will be allowed to administer food or dietary supplements to their children with the disease on school grounds during the school day.

## Health Care Plan Considerations

The following list includes considerations for discussion among the school nurse, parents, and other staff. Not all are appropriate for every type of food allergy or student; other requests may need further assessment. Each consideration indicates (in parentheses) who the responsible party should be if the item is included in a student's IHCP.

- Individualized emergency care plan (IECP), shared with appropriate staff/posted (school nurse).
- Placement of the emergency care plan in all substitute teacher/nurse folders (teacher/ school nurse).
- Teacher and paraprofessional training on symptoms of severe allergic reactions and anaphylaxis, administration of medication if applicable, and student-specific emergency procedures (school nurse).
- Allergen-free classroom, to the extent reasonable and developmentally appropriate (teacher).
- Teacher letter or paragraph in the classroom newsletter to inform parents of all students in the student's classroom about the allergen-free classroom (teacher).
- Sign posted outside the classroom regarding allergen-free classroom (nurse).
- Classroom presentation on food allergies (teacher & nurse)
- Designated allergy friendly seating (open to any child eating foods free of identified allergens)
- Assignment to an allergen-free table for lunch and snack (administrator).
- Limitation of food choices (parent):
  - Food choices limited to those brought from home (parent).
  - Alternative snacks available in classroom for special occasions (parent);
  - Approval of any food choices not from home, including options for purchase from the cafeteria, or foods brought into the classroom for parties or other events (parent). Parents can ask for labels from the Cafeteria Manager.

- Availability of two-way radios for teachers and playground monitors to use at recess in case of an emergency (administrator).
- Transportation plan (nurse).
- Introduction of student to bus driver (parent).
- Prohibition of eating food on school bus (school district policy).
- Collaborative advanced planning for field trips (teacher).
- Teacher training on symptoms of anaphylaxis, and child-specific emergency procedures and medications for field trips (nurse).
- Cleansing wipes for students who have eaten peanut butter (parent).