

Anaphylaxis Prevention and Response Procedure 3420P

PTSA Event Chair Training

Monday, March 16, 2015

Anaphylaxis Prevention and Response Procedure (3420P) Timeline

Draft Procedure Completed: Friday, February 20th with Revisions On-Going

Trainings:

- Initial Principal Training: Tuesday, February 3rd
- PTSA Event Chairs: Monday, March 16th
- Update and Check-in with Principals: Tuesday, March 17th
- Nurses: Wednesday, March 18th
- Teachers: Regular Wednesday, March 11th Staff Meetings or additional staff meeting no later than Thursday, March 26th

Communication:

- School Messenger announcement advising parents/guardians that the procedure will be posted on March 27 and effective March 30: by Monday, March 23
- Email procedure to Principals and nurses: By Wednesday, March 25
- Email procedure to all staff: By Friday, March 27th
- Post procedure on website: By Friday, March 27th
- School Messenger: Monday, March 30th

Effective Date: Monday, March 30th

Anaphylaxis Prevention and Response Procedure (3420P): Implementation Support

Form Anaphylaxis Advisory Team by Friday, March 27th to provide:

- Ongoing support for schools and PTSAs
- Advice to schools and PTSAs on school processes to ensure consistency
- Advice to HR on training needs (on-line training option)

Anaphylaxis Awareness Campaign (Communications Department)

- Develop and publish guidelines for non-profits providing food for students/families in need
- Develop and publish guidelines for outside organizations planning school events outside of instructional time
- Develop and publish “Safe Snacks” list for classroom/emergency snacks
- Conduct a district-wide awareness campaign

Expectations, Timeline and Other Pertinent Information

- Principals provide training for school staffs by Thursday, March 26
- District provides training for principals, nurses, and PTSA event chairs and presidents
- Procedure 3420P will be effective as of Monday, March 30
- A District Anaphylaxis Advisory Team will be formed to provide on-going support for schools and PTSAs
- Implementation Guidelines for various groups will be developed
- Awareness and Educational Resources will be developed

Executive Summary of Procedure 3420P

- The intent of the procedure is to ensure that staff take appropriate precautions to reduce the risk of exposure to allergens and to respond appropriately in the event that a student exhibits symptoms of anaphylaxis
- The procedure is designed as series of sets of responsibilities for the following groups groups:
 - Parents/Guardians
 - Students
 - School Nurses
 - School Administrators
 - Classroom Teachers/Specialists
 - Nutrition Services
 - Office Staff
 - Transportation
 - Custodial
 - Lunchroom/Playground

Student/Parent Responsibilities

- Provide notification of diagnosed allergy
- Participate in IHP/504 development
- Support student in self-management of allergy
- Don't share/exchange food
- Don't eat food with allergens
- Notify staff if subject to HIB related to their allergy

School Administrator Responsibilities

- Ensure annual training requirement is honored
- Support staff in the implementation of this procedure
- Ensure full compliance with this procedure
- Ensure that any distribution of food occurs only after consultation with school nurse
- Ensure compliance with all allergy IHP/504s
- Ensure that all school activities, school sponsored or sponsored by outside groups, are inclusive of all students and are well planned to mitigate risk of exposure to allergens

School Nurse Responsibilities

- Communicate with parents/guardians of allergy students
- Ensure compliance with Policy 3419 (Self-Administration of Medication)
- Provide annual and student specific training to staff and maintain training records
- Maintain record of epinephrine administration
- Participate in debriefing and re-entry planning after an occurrence

Classroom Teacher/Specialist Responsibilities

- Have allergy IHP/504s accessible and follow them to the letter
- Do not use food items as rewards or incentives unless specified in an IEP
- There are three situations where food may be permitted:
 - Afternoon morning/afternoon snacks are permissible at the discretion of the teacher
 - Celebrations and cultural events may include food at the discretion of the teacher
 - Food items required specifically by the curriculum are permissible

Classroom Teachers/Specialists

- Key point: If food is permitted at the discretion of the teacher, two things must occur:
 - Consultation with school nurse about students with allergies is required
 - Parents/guardians of students with allergies must provide written authorization for specific food items
- Classroom teacher/Specialist Responsibilities are found on page 4 of 5 of the procedure and on the following two slides and should be reviewed in detail

PTSA Event Chairs – Key Points

- All school activities, clubs and events that occur outside of instructional time, sponsored by the school and organized by outside groups must be inclusive of all students, particularly allergy students, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).
- All activities, clubs and events that occur outside of instructional time and organized by outside groups including the PTSA, must take into consideration those students with life threatening food allergies and reduce the exposure to allergens. School nurses with advance notice, are available to outside groups for consultation.