

Life-Threatening Allergy Protocol – (HEA-G012)

Pursuant to T.C.A § 49-50-1602(f) Clarksville-Montgomery County School System (CMCSS) is responsible for effectively preventing and controlling the incidences of life-threatening food allergies efficiently and managing the health and safety needs of children with life-threatening allergic conditions. Food is the most common cause of anaphylaxis. However, other causes of anaphylaxis include insect bites, bee stings, natural rubber latex, and/or medications, and even in rare instances exercise. Food allergy is a growing food safety and public health concern in the United States because of the increased prevalence.

CMCSS cannot guarantee to provide an allergen-free environment for students with life-threatening allergies. However, an overall purpose of the Life-Threatening Allergies policy (INS-A088) is to develop a system-wide effort to educate all stakeholders about LTAs. To this end, the sections below highlight the major responsibilities of those various stakeholders. However, the Individual Health Care Plan (IHCP) developed for each child with an LTA will be individualized and not all responsibilities are or can be detailed in these guidelines.

RESPONSIBILITY OF THE CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM:

SCHOOL NURSE

- Follow all applicable federal laws, including ADA, Section 504, FERPA, and HIPPA as well as all state laws and district policies/guidelines
- At the beginning of each school year educate all school staff regarding:
 - General education on managing life-threatening allergies in the school setting, this training will be provided to the school nurses by the District RN or Educator
 - Guidelines for snacks & parties
 - Allergy aware tables in cafeteria and classroom (if desired)
 - Field trip management
 - Emergency management
 - Student staff hygiene – frequent handwashing
- Identify the school's Emergency Management Team (MERT) at the beginning of each school year. This team will serve as the Life Threatening Allergy (LTA) team and respond to emergencies accordingly. MERT drills will be conducted annually and will include LTA responses.
- Review all student Health Assessment forms (HEA-F107) at the beginning of the year to identify students with any allergies
 - Set alert in the electronic medical record (EMR) for staff awareness of allergy
 - Send home Severe Allergy Packet (HEA-F038-Packet) to parent/guardian
 - Make and document a minimum of three attempts to obtain the completed packet from the parent/guardian
- Meet with the parent/guardian of the student with LTAs or as soon as possible after diagnosis to review the Severe Allergy Individual Health Plan (IHP) (HEA-F038), and the Allergy and Anaphylaxis Emergency Plan (EAP)
- Assess student competency and proficiency for students authorized to self-carry rescue medication. This should be done bi-annually and documented as a clinic visit in the EMR
- Return the Medical Statement for Children Without Disabilities Requesting Special Needs in School Nutrition Programs (CHN-F017) to the Cafeteria Manager
- Upload the completed IHP, EAP and Medication Authorization (HEA-F062) forms to the EMR. The EMR will send all staff on the students schedule the IHP and EAP
- Share IHP and EAP with members of MERT Team, not on the student's schedule
- Complete Emergency Medication on School Buses form (HEA-F097) and email a copy to Elizabeth.Kong@cmcsc.net

- Ensure emergency medication is labeled appropriately with the student's last name, first name, date of birth, and a photo if possible. Ensure the information of emergency medication is noted on the IHP.
- Provide allergy signage for the classroom(s) to the teacher
- Ensure epinephrine is on hand for students having a life-threatening or anaphylactic reaction for the first time or when the student's personal auto-injector is not available, pursuant to T.C.A. § 49-50-1602
- Coordinate and conduct in-service training and education for appropriate staff regarding specific student needs identified in IHP and EAP, as indicated by parent/guardian
- Be sure you have parent/guardian consent to speak to any classes of students regarding a students
- Review team/activity rosters provided by coaches and extracurricular sponsors to identify students with LTAs
- Monitor EpiPen expiration dates throughout the year

SCHOOL ADMINISTRATOR

- Follow all applicable federal laws, including ADA, Section 504, FERPA, and HIPPA as well as all state laws and district policies/guidelines
- At the beginning of each school year and in conjunction with the school nurse, provide a training opportunity for all school staff and volunteers regarding:
 - General education on managing life-threatening allergies in the school setting, this training will be provided by the school nurses
 - Individual Health Care Planning (IHP)
 - Guidelines for snacks & parties
 - Allergy aware tables in cafeteria and classroom (if desired)
 - Field trip management
 - Emergency management
 - Student staff hygiene – frequent handwashing
- Participate as requested by the school nurse in planning the IHP and Allergy and Anaphylaxis EAP, and support school personnel, the student, and parents/guardians in its implementation
- Create and include in the school's emergency response plan a written plan outlining emergency procedures for managing life-threatening allergic reactions
- Create specific allergy aware areas in the cafeteria
- Implement drills for anaphylaxis response with the MERT team
- Request and/or identify volunteers for medication training and Cardiopulmonary Resuscitation (CPR) training
- Monitor overall compliance with the implementation of the Allergy and Anaphylaxis EAP and IHP
- Recommend that communication devices are provided and are in functioning condition in the appropriate locations (nurse's clinic, classroom, cafeteria, etc.)
- Ensure epinephrine is on hand for students having a life-threatening or anaphylactic reaction for the first time or when the student's personal auto-injector is not available, pursuant to T.C.A. § 49-50-1602
- Require the completion and documentation of training and education of all involved personnel as set forth in T.C.A. § 49-50-1602(f)
- Inform parent/guardian if their student experiences an LTA reaction at school
- Communicate in advance with the school nurse when a field trip or off-site school-sponsored event or class party might require additional planning
- Provide a contingency plan for staff and students in the event the nurse is not immediately available
- Work with the Custodial Manager to instruct and reinforce with facilities personnel the cleaning protocol to ensure that the threat of allergens is minimized

- Establish procedures to ensure letters to all parents/guardians of children assigned to a classroom where one of the students has been identified as having an LTA, upon parent/guardian permission and/or request
- Call 911 if epinephrine is given

EDUCATIONAL PERSONNEL (Teachers, Aides, Coaches, Etc.)

- Follow all applicable federal laws, including ADA, Section 504, FERPA, and HIPPA as well as all state laws and district policies/guidelines
- At the beginning of each school year attend training provided by the school nurses regarding:
 - Individual Health Care Planning (IHP)
 - Guidelines for snacks & parties
 - Allergy aware tables in cafeteria and classroom (if desired)
 - Field trip management
 - Emergency management
 - Student staff hygiene – frequent handwashing
- Participate in team meetings for the student with LTAs
- Be aware of the signs and symptoms of an allergic reaction and follow planned procedures outlined in the Allergy and Anaphylaxis EAP
- Keep the student's Allergy and Anaphylaxis EAP readily accessible in the classroom in an organized format for substitute teachers and for use in emergency situations
 - Be sure that volunteers, student teachers, aides, and specialists are informed of the student's allergies and necessary safeguards on a need-to-know basis
- Request that the classroom has a functioning intercom, two-way radios, or other communication devices for communication with the school nurse and administrator
- Work with the school nurse to educate other parents/guardians about the presence and needs of the child with LTAs on a need-to-know basis and with parent/guardian permission and/or request. Enlist their help in keeping certain foods out of the classroom.
- Send any student with a suspected allergic reaction to the nurse's clinic with a buddy. Students with suspected allergic reactions should never be left alone. If the reaction is severe, follow the Allergy and Anaphylaxis EAP
- Encourage students not to share or trade snacks
- Allow time for proper hand washing before and after eating and/or using food products
- Consider students' allergies when offering incentives and rewards as well as classroom crafting activities
- Notify the school nurse and parents of upcoming field trips and/or classroom events where food will be served. Notify school nurse of any field trips 30 days in advance

CHILD NUTRITION

- Follow all local, state, federal regulations, and Standard Operating Procedures (SOP's) as they pertain to Child Nutrition regarding food service, food safety, and food-related allergies
- At the beginning of each school year complete online training provided by the school nurses regarding:
 - Allergy aware tables in cafeteria and classroom (if desired)
 - Field trip management
 - Emergency management
 - Staff hygiene – frequent handwashing
- Provide training to all child nutrition staff and substitutes regarding:
 - How to read product food labels and recognize food allergies

- Sound food handling practices to avoid cross-contamination with potential food allergies
- Post and update menus on the CMCSS website
- Wear and utilize latex-free gloves
- Review Medical Statement for Children Without Disabilities Requesting Special Needs in School Nutrition Programs (CHN-F017), 504's, IEP's, Doctor's Notes, or any other medical documentation provided by the school nurse.
- Follow through with making appropriate substitutions and/or modifications for meals served to students with food allergies in accordance with local, state, and federal guidelines for Child Nutrition Programs
- Read all food labels and re-check routinely for potential food allergies
- Enforce strict sanitation with staff using commercial cleaning solutions to avoid cross-contamination
- Plan ahead to have safe meals for field trips
- Have a functioning phone system to support emergencies

TRANSPORTATION SERVICES

- Follow all applicable federal laws, including ADA, Section 504, FERPA, and HIPPA as well as all state laws and district policies/guidelines
- Require staff at the beginning of each school year complete online training provided by the school nurses regarding:
 - Individual Health Care Planning (IHP)
 - Guidelines for snacks & parties
 - Allergy aware tables in cafeteria and classroom (if desired)
 - Field trip management
 - Emergency management
 - Student staff hygiene – frequent handwashing
- Provide training to all drivers, aides, and monitors regarding:
 - Review the Emergency flip chart located on every bus
 - Cardiopulmonary Resuscitation (CPR) training and epinephrine training
 - Procedures to follow regarding medical emergencies
- Review Emergency Medication on School Buses (HEA-F097) that is emailed by the school nurse, this form includes information regarding student's ability to self-carry their Epinephrine.
- Provide a copy of the HEA-F097 to the driver with the instructions and keep it on the bus in a Confidential folder. An additional copy is given to the router for the file.
- Encourage students not to eat or share food on the bus
- Ensure surfaces and seats are cleaned and disinfected
- Have a functioning communication device to support emergencies
- Assign seats for students with LTAs when transporting to/from school if preferred seating is requested by parent/guardian
- Pullover and call 911 if a student is showing signs of having an LTA reaction

CUSTODIAL PERSONNEL

- Provide annual training to all custodial staff and substitutes regarding:
 - Cleaning materials for washing and sanitizing surfaces after each use to avoid cross-contamination
 - Allergy aware tables in cafeteria and classroom (if desired)
- Collaborate with the school nurse and school administration to identify potential high-risk areas prone to cross-contamination. Ensure proper cleaning and disinfection of these areas using district-approved cleaning agents
- Enforce strict sanitation with staff using commercial cleaning solutions to avoid cross-contamination

- Assist with specific allergy aware areas in the cafeteria

ALL SCHOOL SPONSORED EVENTS OR AFTER SCHOOL PROGRAMS

- Follow all applicable federal laws, including ADA, Section 504, FERPA, and HIPPA as well as all state laws and district policies/guidelines
- At the beginning of each school year attend training provided by the school nurses regarding:
 - Individual Health Care Planning (IHP)
 - Guidelines for snacks & parties
 - Allergy aware tables in cafeteria and classroom (if desired)
 - Field trip management
 - Emergency management
 - Student staff hygiene – frequent handwashing
- Identify students participating in extracurricular activities through:
 - Parents/Guardians notifying the coach or teacher responsible for extracurricular activity
 - TSSAA Physical paperwork if the extracurricular activity is a school-sponsored sport.
 - School's trainer, coach, or other school personnel will be responsible for reviewing physicals for identification
 - Supplying school nurse with team/activity rosters for identification

FOOD ALLERGY AND ANAPHYLAXIS MEDICATION ADMINISTRATION

T.C.A. § 68-140-502: allows that schools, both public and non-public, be prepared to treat allergic reactions in the event a student's personal epinephrine auto-injector is not available or the student is having a reaction for the first time.

All schools within CMCSS are authorized to maintain at the school in at least two (2) unlocked, secure locations, including, but not limited to, the school office and the school cafeteria, epinephrine auto-injectors so that epinephrine may be administered to any student believed to be having a life-threatening allergic or anaphylactic reaction. CMCSS will have on file in the Safety and Health Department a prescription for epinephrine auto-injectors to be maintained for use in schools when necessary. When a student does not have an epinephrine auto-injector or a prescription for an epinephrine auto-injector on file, the school nurse or other trained school personnel may utilize the school supply to respond to an anaphylactic reaction.

Anaphylaxis is the most severe form of allergic reaction and can occur within minutes. It is life threatening. The most common causes are sensitivity to one of the following:

- Medications
- Foods (most commonly peanuts, tree nuts, milk, dairy products, soy, wheat, fish, and shellfish)
- Venoms (yellow jackets, bees, wasps, hornets)
- Latex

Common symptoms of anaphylaxis:

- Difficulty breathing
- Diffuse flushing, feeling of warmth
- Itching of skin and hives
- Swelling around the mouth, throat and/or eyes.
- Change in behavior

Treatment Protocol:

1. Symptoms of anaphylactic reaction appear to be occurring, stay with the student having them remain calm and still.
 - a. *If you have received training to administer epinephrine and are alone*, act quickly to locate the epinephrine auto-injector. Call out for help to activate the MERT Team and bring the Go Kit and AED. The most important action is to administer the epinephrine.
 - b. *If you have not received training to administer epinephrine and are alone*, call out for help to activate the MERT team and call 911 asking for first responders due to possible anaphylaxis. Have a volunteer locate the school nurse or trained employee to administer the epinephrine. The most important action is to get help so that epinephrine can be administered.
2. Give the **CORRECT** dose of epinephrine:
 - a. *For Elementary School students:*
 - i. Epinephrine 0.15 mg Auto-Injector - 1 injection into the outer thigh may be administered to any student believed to be having a life-threatening allergic or anaphylactic reaction. Call 911 immediately for emergency care.
 - b. *For Middle and High School students:*
 - i. Epinephrine 0.30 mg Auto-Injector - 1 injection into the outer thigh may be administered to any student believed to be having a life-threatening allergic or anaphylactic reaction. Call 911 immediately for emergency care.
3. Note **TIME** epinephrine was administered
4. After administration - have the individual stay lying down or sitting
5. Notify parent/guardian, school administrator and District RN
6. Stay with the student until EMS arrives. If the student loses consciousness, check for breathing and pulse. In the absence of breathing and pulse, begin CPR until EMS arrives or until breathing and pulse resume
7. Give EMS epinephrine auto injector and notify EMS of time given
8. Fill out a Student Accident Report (SAF-P001).

