



Mary T. Gricus, Ed.D.
Assistant Superintendent

To: District 113A Building Users

From: Mary T. Gricus, Ed.D., Assistant Superintendent

CC: Pat Crean, Director of Operations
Lisa Sloan, Business Office Assistant

Date: August, 2014

Re: District 113A Food Allergy Management Program

This memo comes to inform you about our district's procedures related to food allergy management. State law requires that all Illinois school districts implement policies and procedures for preventing and managing life-threatening allergic reactions at school. In compliance with Public Act 96-349, our Board of Education adopted Policy 7:285-Food Allergy Management Program in November of 2010. New food management procedures were implemented in all District 113A schools in January of 2011.

Enclosed please find a copy of the administrative procedures for our Food Allergy Management Program that apply during your organization's use of our building. The key points related to building use are highlighted on page 4. The list of approved Food Service Rooms for 2014-2015 is also enclosed for your planning purposes. If your organization wishes to request the use of a non-designated room for food service, please submit your request to our Director of Operations, Mr. Pat Crean (pcrean@sd113a.org). Mr. Crean will consider such requests on a case-by-case basis; approvals will depend upon the availability of staff for required cleaning.

We belong to a learning community that is dedicated to the well-being of its children, so we must protect the health and safety of our students to the best of our ability. If you have any questions about these procedures, please contact one of our schools' nurses.

Thank you for your cooperation in following these new procedures for food in our schools. Your support is vital to ensure a safe and healthy environment for all.

Students

Administrative Procedure - Implementing a Food Allergy Management Program

The following procedure implements policy 7:285, *Food Allergy Management Program*, which is based upon the joint State Board of Education (ISBE) and Ill. Dept. of Public Health (IDPH) publication, *Guidelines for Managing Life-Threatening Food Allergies in Schools (ISBE/IDPH Guidelines)*, available at: www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf (105 ILCS 5/2-3.149(b), added by P.A. 96-349 and renumbered by P.A. 96-1000. The District’s Food Allergy Management Program is developed and collectively implemented by local school officials, District staff, students and their families, and the community. This administrative procedure contains three sections as follows:

1. Glossary of Terms
2. Food Allergy Management Program
3. Individual Food Allergy Management (Three Phases)
 - Phase One: Identification of Students with Food Allergies
 - Phase Two: Prevention of Exposure to Known Allergens
 - Phase Three: Response to Allergic Reactions

Glossary of Terms

The Glossary at Appendix J of the *ISBE/IDPH Guidelines* is incorporated at the end of these procedures.

Food Allergy Management Program

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| <p>Superintendent or designee</p> | <p>Establish a District-wide Food Allergy Management Work Group which includes the following participants on an as-needed basis:</p> <ul style="list-style-type: none"> District-level administrators Building principals District Safety Team Program Coordinator Building 504 Coordinators (see 6:120, <i>Education of Children with Disabilities</i> and 6:120, AP1, E1 <i>Notice to Parents/Guardians Regarding Section 504 Rights</i>) Staff members (nurses, certified and support staff, as available) Parents/Guardians Students <p>Chair and convene work group meetings for purpose of implementing the Program which will be based on the <i>ISBE/IDPH Guidelines</i> document, available at: www.isbe.state.il.us/nutrition/word/food_allergy_sample_procedures.doc.</p> <p>Inform School Board of the Work Group’s progress and needs by adding information items to the Board’s agendas as needed.</p> <p>Notify supervisors (i.e., building administrators, directors) about their schools’/departments’ responsibilities and general procedures related to the Food Allergy Management Program.</p> <p>Notify parents/guardians about current procedures related to food in school. This includes notification about birthday and classroom celebrations, snacks and lunches.</p> <p>Notify external contractors who provide services or rent space in district facilities during the school day (i.e., food service, special education</p> |

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| | <p>cooperative, child care vendors) about the Program and related procedures.</p> <p>Upon approval of building use application, notify external building users about restrictions and procedures related to food allergens in District facilities. In particular, building users will be informed that food for events may be consumed only in the following locations: Kitchen, cafeteria (place designated as the student lunch room in each school), staff lunch room, gymnasium/concession stand, individual staff offices, school/district office conference rooms and grade level work rooms. If the building user wishes to serve food in a non-designated food location, an extra fee for cleaning services may be imposed by the school district. In all cases, products containing peanuts or tree nuts (e.g., oil for popcorn machines) may not be made or consumed in the schools.</p> <p>Collaborate with extracurricular and parent organizations (e.g., Student Council, NJHS, PTO, Band Boosters) to recommend safe and healthy practices for food served during school hours and at after school activities.</p> |
| <p>Food Allergy Management Program (FAMP) Work Group</p> | <p>Identify existing policies, procedures and exhibits which affect implementation of the Program, including, but not limited to:</p> <ul style="list-style-type: none"> 1:20, <i>District Organization, Operations, and Cooperative Agreements</i> 2:20, <i>Powers and Duties of the School Board</i> 2:240, <i>Board Policy Development</i> 4:110, <i>Transportation</i> 4:120, <i>Food Services</i> 5:100, <i>Staff Development Program</i> 5:100-AP, <i>Administrative Procedure - Staff Development Program</i> 6:65, <i>Student Social and Emotional Development</i> 6:120, <i>Education of Children with Disabilities</i> 6:120-AP, <i>Administrative Procedure - Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities</i> 6:240, <i>Field Trips</i> 7:180, <i>Preventing Bullying, Intimidation, and Harassment</i> 7:250, <i>Student Support Services</i> 7:270, <i>Administering Medicines to Students</i> 7:270-AP, <i>Administrative Procedure - Dispensing Medication</i> 7:270-E, <i>School Medication Authorization Form with the Emergency Action Plan</i> 8:100, <i>Relations with Other Organizations and Agencies.</i> <p>Recommend, through the Superintendent, any policy changes to the School Board for consideration. See policy 2:240, <i>Board Policy Development</i>.</p> <p>Recommend to the Superintendent any amendments to administrative procedures.</p> <p>Design a tabletop exercise to drill the school's response to a life-threatening food or other allergy incident. All school staff will participate in the exercise on a biannual basis.</p> <p>Convene meetings with Building Principals, Directors, other appropriate administrative and special education staff (and the Board Attorney, as needed) to discuss this Program, the <i>ISBE/IDPH Guidelines</i>, and prepare all supervisors to implement them in their buildings/departments.</p> |

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| | <p>Educate and train all staff by coordinating with the Assistant Superintendent the required biennial in-service training program for staff working with students (including bus drivers). The in-service must be conducted by a person with expertise in anaphylactic reaction management and include administration of medication with an auto-injector (105 ILCS 5/10-22.39(e), added by P.A. 96-349). <i>Person with expertise</i> is not defined but the use of the word <i>expertise</i> suggests that using a lay person to provide training is not appropriate.</p> <p>This training should also include:</p> <ul style="list-style-type: none"> • How to recognize symptoms of an allergic reaction • Review of high-risk areas • Steps to take to prevent exposure to allergen • How to administer an epinephrine auto-injector • How to respond to a student with a known allergy as well as a student with a previously unknown allergy • Information to increase awareness of bullying and sensitivity to issues that students with food allergies face in the school setting. <p>Provide community outreach through Building Principals by providing information to students and their parents/guardians about the Program.</p> <p>Establish linkages and partnerships with organizations that can assist the Work Group or Building Principals with the goal of providing a coordinated, collaborative education and outreach system to all members of the school community to better understand food allergy management issues in the school setting.</p> <p>Provide and inform Building Principals, when possible, of opportunities to “close the food allergy knowledge gap” (p. 21, citing a <i>Gupta, et. al, BMC Pediatrics</i> report that the general population has many misconceptions about food allergies). Potential Sources for Food Allergy Education available at: www.isbe.state.il.us/nutrition/pdf/food_allergy_educ_sources.pdf.</p> <p>Publicize the Program’s components, procedures and resources on the District’s website and in the Student/Parent Handbook. The key components of the Program include:</p> <ol style="list-style-type: none"> 1. Students who wish to celebrate their birthday at school may donate a book for the classroom library or bring a classroom supply (e.g., pencil, eraser, small notepad, crayons, markers) for each student in the class. Edible birthday treats will not be allowed at school. 2. The only refreshment that can be served at classroom celebrations/parties is 100% juice or bottled water (individual containers only). There will be no food served during school celebrations/parties. Crafts and other activities will be the focus of such celebrations. “Goody bags” and any other edible treats will not be sent home with students. Any edibles and goody bags that are brought/sent to school will be held in the school office for the sending parents to pick up. Food items that are not picked up within one week will be discarded. 3. Snacks will generally not be permitted during school hours. Students may drink water through the day, unless water bottles are prohibited by an individual class, grade level, or school disciplinary restriction. Exceptions: 1) An individual class or grade level may allow a fresh fruit |

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| | <p>or fresh vegetable snack with the principal's approval if the schedule is such that there is an extended period of time from the start of school until the lunch period. The approval of this exception will be at the sole discretion of the building principal. 2) Food required to meet a component of a student's Section 504 plan or IEP is allowed. The building 504 team will address any issues that arise when the needs of students' 504 plans and/or IEPs conflict.</p> <p>4. Food will not be consumed in curricular activities. Teachers will carefully evaluate foods that are used in science experiments and other curricular activities to avoid allergens. Teachers will select non-food substitutions for learning activities whenever feasible.</p> <p>5. Students may not share food with each other at school.</p> <p>6. Parents may bring/send lunch or purchase a school lunch for their children only.</p> <p>7. Lunches and food for staff and parent meetings, extracurricular and building user events will be consumed only in the following locations: Kitchen, cafeteria (place designated as the student lunch room in each school), staff lunch room, gymnasium, concession stand, principal's office, assistant principal's office, individual staff offices, school and district office conference rooms, grade level work rooms, Early Childhood room, Pre-K room, vendor preschool room and vendor childcare room. Rooms used for special education and other rooms designated by the building principal may also be used for food service. In all cases, a sign notifying room occupants that non-allergen free food may be consumed in the room must be posted at all entries to such rooms. See enclosed list of rooms for additional details.</p> <p>8. Food from external vendors will generally be discouraged. If a special lunch for students is pre-approved by the building principal, participating students MUST have written parental consent to participate in the event.</p> <p>Monitor the Program by periodically assessing its effectiveness.</p> <p>Incorporate updated medical best practices into all areas of the Program.</p> <p>Recommend to the Superintendent enhancements to increase the Program's effectiveness.</p> |

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| Building Principal | <p>Inform the school community of the Program by providing the information to students and their parents/guardians. Inform the school community of the opportunities to better understand food allergy management issues.</p> <p>Implement the Program in the building by meeting with the Nurse/DSP and special education staff in the building to examine the <i>ISBE/IDPH Guidelines</i>.</p> <p>Identify and follow:</p> <ul style="list-style-type: none"> All best practices that apply to the conditions in the school building to reduce exposure to allergens. All items from the School Administration and Nurse/DSP Checklists that apply to the working conditions in the school building. All items from the Classroom Teacher/Specialist Checklists. <p>Annually inform the Director of Operations/Director of Buildings and</p> |
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| | <p>Grounds of the rooms in your school in which food may be served during the school day.</p> <p>If food is consumed in a non-designated food service area (see approved locations in this procedure), assume responsibility for immediately cleaning or arranging for immediate cleaning of any such area (see Appendix F for approved cleaning procedures).</p> <p>Educate staff members about the Program and their likely involvement with Individual Food Allergy Management. Inform staff members about Constructive Classroom Rewards at: www.isbe.state.il.us/nutrition/pdf/const_clsrm_rewards.pdf.</p> <p>Inform staff members and volunteers to first use the epinephrine auto-injector and then call 911 anytime an allergic reaction is suspected, and review the <i>ISBE/IDPH Guidelines</i>, specifically Food Allergies. Note: Fatalities occur when epinephrine is delayed or withheld.</p> <p>Add information about the District's Program and any other building-related specifics of the Program to school-specific handbooks.</p> <p>Ensure that substitutes are aware of the Program and applicable procedures.</p> <p>Schedule the biannual food/life-threatening allergy response tabletop exercise for all school staff.</p> <p>Review any request to serve a special grade level or small group lunch to consider the needs of food allergic students. If you approve the serving of food from an external vendor, require that parents complete a consent form for students who will participate in the lunch or other food service. Any student who does NOT have parental consent may NOT participate in the lunch.</p> |
| Director | <p>Identify and follow:</p> <ul style="list-style-type: none"> All best practices that apply to the conditions in the school buildings and district vehicles to reduce exposure to allergens. All items from the Checklists that apply to your respective department. <p>Educate staff members about the Program and the procedures contained herein.</p> <p>Add information about the District's Program and any other department-related specifics of the Program to department handbooks and orientation/training program for new employees.</p> <p>Ensure that substitutes are aware of the Program and applicable procedures.</p> <p>Transportation Department Only: Inform volunteers to first use an epinephrine auto-injector carried by a student and then call 911 anytime an allergic reaction is suspected and the epinephrine auto-injector is available, and review the <i>ISBE/IDPH Guidelines</i>. Note: Fatalities occur when epinephrine is delayed or withheld.</p> |
| All School Staff | <p>Implement Food Allergy Management Program Classroom Teacher/Specialist checklists.</p> <p>Explain the applicable Program procedures to students at their</p> |

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| | <p>developmental level.</p> <p>Participate in the biannual tabletop exercise, as requested.</p> <p>Participate on the Section 504 Team, as requested.</p> <p>Implement Section 504 Plan components and Emergency Action Plan, as required.</p> <p>Monitor and address students' behavior to prevent bullying, intimidation and harassment of students because of their life-threatening food or other allergies.</p> |
| Custodial/Maintenance Staff | Implement Food Allergy Management Program Custodial Checklists. |
| Transportation Staff | Implement Food Allergy Management Program Transportation Checklists. |
| School Board | <p>Monitor 7:285, <i>Food Allergy Management Program</i>, and consider changes recommended by the Work Group.</p> <p>Consider policy changes recommended by the Superintendent.</p> <p>Provide the appropriate resources for the Superintendent to successfully implement the Program.</p> |

Individual Food Allergy Management

This section's procedures are implemented each time the school identifies a student with a food allergy. It follows Board policy 6:120, *Education of Children with Disabilities* and references additional considerations based upon the *ISBE/IDPH Guidelines*. It relies heavily upon Building Principals and Nurse/Designated School Personnel (DSP) to identify the necessary accommodations for each student and determine which staff members are responsible to provide them. Accommodations are impacted by a number of factors, e.g., the student's age, the allergen(s) involved, the facilities at each school building, etc.

Phase One: Identification of Students with Food Allergies

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| Parent/Guardian | <p>Inform the Building Principal of the student's food allergy.</p> <p>Complete Allergy History form and Emergency Action Plan form. Return them to the Building Principal or Nurse/DSP.</p> <p>Participate in all meetings to assess and manage the individual student's health needs. Follow the <i>Parent/Guardian of Children with Food Allergies Checklist</i>.</p> |
| Building Principal and/or Nurse/DSP | Follow the District's procedural safeguards for convening a meeting to assess the individual student's allergy management needs. |

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| 504 Team | <p>For a student who is not already identified as disabled, determine whether a referral for an evaluation is warranted using the District's evaluation procedures for determining whether a student is a student with a disability within the meaning of IDEA or Section 504 (see Board policy 6:120, <i>Education of Children with Disabilities</i>).</p> <p>For a student with an existing IEP or Section 504 plan, or who qualifies for one on the basis of his or her food allergy, determine:</p> <ol style="list-style-type: none"> 1. Whether the student's food allergy requires <i>related services</i> to ensure the provision of a "free appropriate public education" (FAPE), and/or 2. Whether the student's food allergy requires appropriate <i>reasonable accommodations</i> for the student's disability. <p>If the answer to both of the above questions is negative, notify the parent/guardian in writing of the reasons for the denial and the right to appeal. Provide any required procedural safeguard notices. See 23 Ill.Admin.Code Part 226; Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. Parts 104 and 300); and <i>Notice to Parents/Guardians Regarding Section 504 Rights</i>.</p> <p>If the answer to either of the above questions is positive:</p> <ol style="list-style-type: none"> 1. Gather appropriate health information by using the completed Allergy History Form and Emergency Action Plan (EAP). 2. Identify all necessary accommodations and complete a 504 Plan (use the District's established forms). For meal substitutions, add Physician Statement for Food Substitution. 3. Determine which staff members provide the identified accommodations. Remember that accidental exposures are more likely to happen when an unplanned event or non-routine event occurs and special care should be taken to |
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| | <p>address procedures for staff members who provide transportation, substitute teaching, coaching or other activities, field trips, and classroom celebrations.</p> <ol style="list-style-type: none">4. Assign responsibilities to individual staff members for providing the identified accommodations. Inform absent staff members during the creation of the 504 Plan of their responsibilities.5. Identify willing 504 Team members trained in emergency response to respond to any allergic reactions the student may have.6. Provide the required procedural safeguard notices. See 23 Ill.Admin.Code Part 226; Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. Parts 104 and 300); and <i>Notice to Parents/Guardians Regarding Section 504 Rights</i>.7. Distribute copies of the 504 Plan and Emergency Action Plan to all teachers and staff who supervise the student during the school day and during any extracurricular activities. Ensure that each recipient of the 504 Plan signs a receipt to document that he/she has received the Plan and understands his/her responsibilities within the 504 Plan. |
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Phase Two: Prevention of Exposure to Known Allergens

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| Building Principal and/or Nurse/DSP | <p>Convene a meeting to educate all the staff members who will provide the identified 504 Plan accommodations about their responsibilities.</p> <p>Ensure individual staff members perform their responsibilities and provide the necessary accommodations for the student's individual health needs.</p> <p>Facilitate the dissemination of accurate information in the building about the student's food allergy while respecting privacy rights.</p> <p>Follow best practices for disclosures of confidential medical information without parental consent to volunteers (e.g., field trip chaperones or room parents). Generally Building Principals have discretion, but these situations are fact specific. The District will attempt to get parental permission to disclose the information about the allergy via the consent language in the Emergency Action Plan (EAP), but practically this may not always occur. In these situations, safety trumps confidentiality, especially when volunteers have a legitimate educational interest if knowledge of the information is related to their ability to perform their duties.</p> <p>Provide a medical alert notice to parents/guardians of classmates of the student with the life-threatening allergy (that does not name the student). The communication should inform other students and their parents/guardians about the importance of keeping their educational setting free of the food allergen.</p> <p>Prepare a list of answers to anticipated questions about managing the student's health needs.</p> <p>Check with the Nurse/DSP regarding any known competing educational interests with the student's health needs among other students attending the school (i.e., diabetes, service animals, etc.). Manage identified students' competing educational interests by:</p> <ol style="list-style-type: none"> 1. Consulting the Board Attorney. 2. Creating a method to monitor identified competing educational interests between students. 3. Responding to future unidentified competing educational interests and managing them immediately. 4. Modifying any other conditions as the facts of the situation require. |
| 504 Team | <p>Implement and follow all identified responsibilities in the 504 Plan. Understand that accidental exposures are more likely to occur when an unplanned event occurs, which makes it critical to follow the exact accommodations in the student's 504 Plan.</p> <p>Practice emergency procedures outlined in the student's EAP and be prepared to follow them.</p> |
| Parent/Guardian | <p>Implement and follow the applicable items in the <i>Parent/Guardian of Children with Food Allergies Checklist</i>.</p> |
| Student | <p>Implement and follow the applicable items in the <i>Students with Food Allergies Checklist</i>.</p> |

Phase Three: Response to Allergic Reactions

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| 504 Team | Follow the student's 504 Plan and EAP. |
| Anyone | When an allergic reaction is suspected, give the epinephrine auto-injector first, and then call 911. Fatalities occur when epinephrine is delayed or withheld. |
| Nurse/DSP | Implement and follow the applicable items in the <i>Return to School After a Reaction Checklist</i> . If the student has no EAP or 504 Plan, provide the parent/guardian with the EAP and Allergy History forms and refer them to the process outlined in the Identification of Students with Food Allergies phase above. Review <i>Special Considerations for the Student</i> , specifically, collaborate with the students' medical provider. |

LEGAL REF: 105 ILCS 5/2-3.149.

Acute: Something that happens suddenly. For example, an acute reaction happens suddenly.

Adrenaline: Synonymous with epinephrine.

Allergic reaction: An immune-mediated reaction to a protein that is not normally harmful. These reactions are usually mediated by immunoglobulin E (IgE). (See food allergy)

Anaphylactic reaction: Synonymous with anaphylaxis.

Anaphylaxis: The medical diagnosis for a severe allergic reaction. Anaphylaxis usually occurs rapidly and causes life-threatening responses involving many body systems. Common symptoms include hives, swelling, difficulty breathing or swallowing, and loss or sudden change in consciousness due to decrease in blood pressure. Anaphylaxis can be fatal, even if treated appropriately. Prompt recognition of symptoms, intramuscular treatment of epinephrine and emergency transportation to a medical facility is the current, recommended emergency treatment for anaphylaxis. Full clinical criteria for the diagnosis of anaphylaxis has been published, but is beyond the scope of this document. (Sampson HA, Munoz-Furlong A, Campbell RL, Adkinson NF Jr, Bock SA, Branum A et al. Second symposium on the definition and management of anaphylaxis: summary report- Second National Institute of Allergy and Infectious Disease/Food Allergy and Anaphylaxis Network symposium. *J Allergy Clin Immunol* 2006;117:391-7.)

Antihistamine: A class of medications that block the action of histamine. Histamine is one of the inflammatory chemicals released during an allergic reaction. Commonly used, non-prescription antihistamines include Benadryl® and Zyrtec®

Asthma: A chronic disease involving the lungs. Asthma causes narrowing of the breathing tubes and, if untreated, can be fatal. This narrowing/constriction is caused by swelling of the lining of the breathing tubes, excess mucus production and tightening of the muscles in the walls of the breathing tubes. Asthma has been identified as a predictor of fatal outcomes in a food-allergic reaction. Asthma medication is not to be used initially for food-allergic reactions. While epinephrine will treat both asthma and a food-allergic reaction, asthma medications will not adequately treat a food-allergic reaction.

Chronic: A condition or symptom that is long-lasting or recurrent.

Consumer Hot Line: Food distributors' and manufacturers' toll-free numbers, which can usually be found on product packaging. This allows for clarification of ingredients or manufacturing processes, when necessary.

Cross-contamination: Syn. for cross-contact. In the context of food allergy, the often inadvertent transfer of food protein from one food to another. This can cause a food to contain an allergen. An example is using the same gloves while making a peanut butter sandwich and then, without changing them, making a ham sandwich. The gloves may have carried some peanut butter over to the ham sandwich. It can also happen with surfaces or utensils. If the same spatula is used for peanut and non-peanut cookies, for instance, all of the cookies must be identified as containing peanut.

Emergency Action Plan (EAP): A written form that contains the student's food allergens and specific treatment steps to be taken should the student have an accidental ingestion of a food allergen. This plan is to be signed by a licensed health care provider. This form is the template for all other planning done for the student including an Individual Health Care Plan (IHCP) and, if appropriate, a 504 Plan.

Epinephrine auto-injector: A prescription-only medication and delivery device used to administer epinephrine via intramuscular injection. The device allows the medication to be delivered by an automatic injector following a few simple steps. Several different dose amounts are available, so it is important to check the dose for an individual. Please refer to the manufacturers' instructions for specific devices. The prescription may be made for either one dose or two. In some cases the second dose may not be by an auto-injector.

Epinephrine: The medication of choice for a life-threatening allergic reaction. It must be given promptly to be most effective and, if prescribed, there is no contraindication to its use in a life-threatening allergic reaction. Given via intramuscular injection, epinephrine will begin to act immediately. The effects of epinephrine are short-lived (usually 10-20 minutes) and it is essential that emergency transportation is called when this medication is given. Side effects of epinephrine include increased heart rate and pallor. Observation in an emergency department is not due to the effects of the epinephrine, but to monitor the student for an ongoing or biphasic allergic reaction.

FAAN: Acronym for the Food Allergy and Anaphylaxis Network . This organization has educational material on food allergy available on-line and also financially supports food allergy research and advocates for people with food allergy on a national level. Each school in the State of Illinois has the ability to obtain FAAN's School Food Allergy Program free-of-charge, underwritten by an anonymous donor in 2007. <http://www.foodallergy.org>

FAI: Acronym for the Food Allergy Initiative. The largest, private source of funding for food allergy research in the United States. FAI is also very active in food allergy education and advocacy. FAI-Chicago works locally to raise funds for food allergy research and statewide education initiatives. <http://www.faiusa.com>

504 Plan: A document that outlines a food allergic student's needs, necessary accommodations, and individual staff member responsibilities. The Rehabilitation Act of 1973 Section 504 prohibits discrimination against a qualified, handicapped individual by any program that receives federal funds. Each school district has a 504 committee which will determine an individual student's eligibility. When a 504 Plan is being developed, it is based on the student's Food Allergy Emergency Action Plan (EAP) and may also encompass the student's Individual Health Care Plan (IHCP) and any other documents the parents/guardians and school deem relevant. The 504 Plan is a legal document and confers the right of establishing a grievance procedure for alleged violations of the plan. The student's parents/guardians are entitled to a due process hearing, which may include administrative and/or federal court procedures, if alleged grievances cannot be resolved through the school channels.

504 Team - A building-level team that implements the phases of Individual Food Allergy Management in a student's 504 Plan.

Food allergy: An adverse reaction to a food protein mediated by the immune system. With ingestion of the allergen, immune cells react immediately to the food protein causing the release of histamine and other inflammatory chemicals and mediators. Contact with the allergen can also cause a localized reaction (e.g., hives) in some food-allergic individuals. One of the hallmarks of a food-allergic reaction is the sudden onset of symptoms within 2 hours of food ingestion. The reaction may contain any or all of the classic allergy symptoms such as hives, swelling, difficulty breathing, vomiting or change in level of consciousness. Prompt recognition of symptoms and treatment are essential. A student with a food allergy can have different reactions to different food allergens, but any food-allergic reaction can be fatal. Strictly avoiding the ingestion of the food allergen is the only current treatment for food allergy.

Food Allergy Management Program (Program) - The overall process that the Superintendent and other District-level administrators use to implement policy 7:285, *Food Allergy Management Program*, which is based upon the *ISBE/IDPH Guidelines*.

Food Allergy Management Work Group (Work Group) - A District-level team that the Superintendent creates to develop a Food Allergy Management Program. It monitors the District's Food Allergy Management Program for effectiveness and establishes a schedule for the Superintendent to report information back to the Board. It is not required by State law, but it is a best practice method to ensure the Program's continued legal compliance and alignment with governance principles.

Histamine: One of the many inflammatory chemicals released by allergy cells during an allergic reaction.

Hives: Raised, welt-like, reddened skin lesions that are intensely itchy. Hives can be a symptom of an allergic reaction or due to physical triggers, such as heat or pressure, in some individuals.

Individual Food Allergy Management - The process at the building-level used to manage and prevent anaphylaxis. The process identifies: (a) students with allergies, (b) procedures to prevent exposure to known allergens, and (c) appropriate responses to allergic reactions. It is synonymous with the third section in this sample administrative procedure.

Individual Health Care Plan (IHCP): A plan which addresses the food allergic student's needs and, at minimum, includes the precautions necessary for food allergen avoidance and emergency procedures and treatments. The template for this plan is the student's Food Allergy Emergency Action Plan.

Latex: The component in rubber that provides tensile strength (stretch). Latex can be an allergen and can be found in some gloves used by food service personnel and in items such as balloons.

Life-threatening food allergy: Term used for food allergy throughout the Illinois School Guidelines for Managing Life-Threatening Food Allergies. This term underscores the risk of a life-threatening reaction in any student who has a food allergy. Currently, there are no tests available which would accurately indicate the risk for any food allergic individual for a life-threatening reaction. Due to this lack of testing and the life-saving nature of prompt recognition and treatment, all students should be treated as if their food allergy is life-threatening.

Medical alert jewelry: A necklace, bracelet or other form of readily-seen identification which can be worn by an allergic student. This will often display the universal emergency medic alert symbol designed by the American Medical Association in 1963. The information on the jewelry varies, but typically includes the diagnosis of food allergy and emergency contact information. Individual allergens may be listed.

Periodic emergency response drill: Procedural practice for a life-threatening food-allergic reaction/emergency. The drill may include, but is not limited to: who helps the student, who retrieves the epinephrine, who administers the epinephrine, who calls 911 and who directs the EMS personnel to the student. It should also include the review of important principles, such as never leaving a student experiencing any an allergic reaction alone and having the individuals designated to help in this situation come to the student. This drill should be carried out and not simply reviewed from the School Board's written policy. It is essential that each member of the team review and rehearse his/her role annually.

¹Resource: *Guidelines for Managing Life-Threatening Food Allergies in Schools (ISBE/IDPH Guidelines)*

Lemont-Bromberek CSD 113A Food Allergy Management Program

Food Service Rooms 2014-2015 School Year

Per District 113A Administrative Procedure 7:285, the school specific rooms/areas listed below will be cleaned on a daily basis after the end of the school day. Such cleaning must follow allergen-removing procedures and include all tables, seating, door handles, counters and other hand-touched surfaces (see Appendix F, Food Allergy Management Program for details).

Oakwood School

Principal's Office Room 12
Assistant Principal's Office Room 11
Conference Room
Faculty Lunchroom
Multi-purpose Room 8
Social Worker's Office Room 26
Champions Preschool Room 53
OT Sensory Room 73
Early Childhood Rooms 43 and 47
Office 45/EC Sensory Room
ELL Rooms 58 and 62
DHH Rooms 41 and 87

Old Quarry Middle School

Cafeteria
Main Office Conference Room
Main Office Small Conference Room
Faculty Lunchroom
Small Gym
Large Gym
Stage
Concession Stand
Planning Room 234
Planning Room 371
Planning Room 329
Planning Room 310
Conference Room 319
Conference Room 305
Room 363
Nurse's Office (small room)

River Valley School

Multi-purpose Room
Assistant Principal's Office 3A
Social Worker's Office 3B
Psychologist's Office 3C
Speech Office 3D
Principal's Office 3F
Office Conference Room 3H
Three PODS
Room 31
Room 32
Faculty Lunchroom
ELL Room 18A