

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b><i>Food Allergy</i></b>	
Procedure No. 8560-00-01	Eff. Date: 3/12/12
Implements Board Policy(ies) 8560	Last Reviewed: 12/17/14

**1. Background**

*Food allergies are a potentially life threatening medical problem. For children, twenty-five percent of first episode anaphylaxis occurs in a school setting.*

*House Bill 296 now allows schools to purchase or receive donations of epinephrine auto-injectors (EpiPens) for use in individuals with life threatening allergic reactions (anaphylaxis) who do not have immediate access to medication. The epinephrine auto-injectors will be obtained by a standing order or based on protocol from an authorized prescriber. CPS will have prescriber-issued protocol for the use of auto-injectors, including dosages, and CPS will maintain a stockpile of EpiPens for emergency use by students, families, employees, contractors, volunteers, and visitors.*

**2. Responsibilities**

Title: School Nurse/SHA	
Address:	
Phone:	Cell phone:
<p><i>Include the student's name on the Alert List.</i></p> <p><i>Write an Individualized Health Plan (IHP) and or Emergency Action Plan for the student, and distribute it to appropriate staff.</i></p> <p><i>Train other staff members to administer emergency medication.</i></p> <p><i>Be prepared to teach a food allergy lesson in homeroom if requested. (PK-6)</i></p> <p><i>Notify a parent of expiration dates on auto-injectors, Benadryl, and any other medication the student has on file.</i></p> <p><i>Reinforce allergy education with the student on an as needed basis.</i></p>	

*Review the IHP, annually and as needed, with appropriate staff*

Title: Principals & School Staff	
Address:	
Phone:	Cell phone:
<i>Review CPS' Food Allergy Policy.</i>	
<i>Review each allergic student's IHP and Emergency Care Plan at the beginning of each school year and as needed.</i>	
<i>Place a copy of the Emergency Care Plan in the Red Alert or sub folder.</i>	
<i>Communicate with classroom parents to inform them of food allergy issues. (PK-4)</i>	
<i>Identify the concerns of students with food allergies and discuss how others can help them remain safe.</i>	
<i>Supervise students with allergies when they are inside the cafeteria. (PK-4)</i>	
<i>Avoid introducing food allergens into the classroom (snacks, educational tools, projects and incentives).</i>	
<i>Be aware that touching or smelling can cause allergic reactions.</i>	
<i>Consult with parent and or school nurse and check food labels carefully to prevent accidental ingestion. (PK-4)</i>	
<i>Know the allergic child's motto: "When in doubt, do without!"</i>	
<i>Communicate with the school nurse about potential risks during field trips.</i>	

Title: Director of Food Services	
Address: 2315 Iowa Ave	
Phone: 513-363-0800	Cell phone:
<i>Review annually the preventive cross contamination measures to be followed during food preparation.</i>	
<i>Wash cafeteria tables with soapy water after each shift. (PK- 6)</i>	
<i>Provide an allergen safe area in the cafeteria upon parent request.</i>	
<i>Clean allergen-free tables with separate soapy water to avoid cross-contamination.</i>	

*Clearly label a la carte items sold in the cafeteria, or provide a binder accessible to all students with a list of all ingredients. (7-12)*

*Display a list of students with food allergies for cafeteria staff. (PK-6)*

Title: Director of Transportation	
Address:	
Phone:	Cell phone:
<i>Obtain training in emergency procedures for children with allergies riding the bus.</i>	
<i>Request completed medical forms if bus driver is required to administer emergency medications.</i>	
<i>Prohibit eating on the bus unless accommodations are needed for specific students.</i>	
<i>Inform substitute bus drivers of the emergency procedure for children with allergies.</i>	

### **3. Action Steps**

- 1. School Nurse will notify transportation if student needs emergency medication on bus.*
- 2. School nurse will review the use of epinephrine auto-injectors with staff and or students before a field trip.*
- 3. Recognize symptoms of anaphylaxis (swollen airway, difficulty breathing, dizziness, fainting) in undiagnosed individuals (students, families, employees, contractors, volunteers, and visitors) and administer auto-injector according to protocol.*
- 4. Call 911 immediately when administering epinephrine auto-injector.*
- 5. Send the used auto-injector with student to the hospital.*
- 6. Dispose of medications in accordance with CPS Administrative Procedure 5330-1.*

### **4. Equity Considerations**

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**5. Related Documents / Forms**

Document Title	Description	Last Reviewed
1.		
2.		
3.		

**6. Additional Information**

<i>Describe any additional information relevant to the implementation of the policy.</i>
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# Food Allergies

