Preface:
Match Charter Public School ("Match") recognizes the increasing prevalence of severe and life-threatening allergies among school-aged populations in the United States. While food allergies are the most common form of life-threatening allergies, treatment of a life-threatening allergic reaction (anaphylaxis) is the same whether caused by a reaction to food, insect sting, latex, exercise-induced, etc. As such, Match recognizes the need to help children with allergies avoid all allergens to which the child may react, and to establish emergency procedures to treat any allergic reactions that may occur.

Statement of Protocol:
The purpose of this policy is to establish a safe environment for Match students with life-threatening allergies, and to provide all Match students the opportunity to participate fully in all school programs and activities. The policies contained herein are designed to increase collaboration between parents, teachers, school nurses, administrators and staff, and to educate the Match school community about life-threatening allergies.

Administrative Guidelines:
Neither Match, nor its school personnel, shall be responsible for diagnosing life-threatening allergies and/or those foods, ingredients in foods, or other allergens that pose a risk to a student with a life-threatening allergy. Match will develop and implement an Individual Health Care Plan (IHCP) for all students with diagnosed life-threatening allergies, will implement an annual life-threatening allergy and EpiPen training for all staff or more frequently as needed for new staff or others. Parents will be provided, upon request, with information from the food services department regarding school lunch ingredients. Requests for such information must be made to the following address: attn: Nnenna Ude, Match Charter Public School, 215 Forest Hills St., Jamaica Plain, MA 02130. Please allow at least seven (7) business days for processing.

A. Family, Student and School Responsibility:

I. Family Responsibility: Before the start of each school year, the parent/guardian of a student with life-threatening allergy should:

   a. Notify the school nurse in writing of the student’s life-threatening allergy, or allergies;
   b. provide to the school nurse all required documentation, including:
      i. Signed documentation from the student’s physician detailing the nature of the student’s condition, medication orders, and/or an emergency care protocols, if applicable;
      ii. a list of all known foods, ingredients and allergens that may cause a life-threatening reaction;
      iii. signed parent permission form for medication administration, if required; and
      iv. on an ongoing basis, documentation of any changes in condition or status of the student’s allergies and/or treatments;
   c. meet with the school nurse to develop, review and/or modify the student’s Individual Health Care Plan (the “IHCP”) and Emergency Action Plan (the “EAP”), and deliver:
      i. Any medications to be maintained by the school as prescribed by the student’s physician; and
      ii. classroom snacks for the student, if stipulated in the IHCP;
   d. collaborate with the student’s physician and the school to educate the student on the self-management of his/her life-threatening allergy, as developmentally appropriate, in order to promote self-advocacy and competence in self-care; and
e. when possible, encourage the student to wear a medical alert bracelet or necklace at all times.

II. **Student Responsibility:** A student with a life-threatening allergy should:

   a. Avoid trading food with others;
   b. avoid any food with unknown ingredients or ingredients known to contain any allergen;
   c. notify an adult immediately if he/she eats, touches, or inhales something that may contain an allergen; and
   d. proactively manage his/her allergy, when developmentally appropriate.

III. **School Nurse Responsibility:** The school nurse should:

   a. Review each students’ yearly enrollment forms and provide a copy of the Life-Threatening Allergy Protocol to parents/guardians of any student with an indicated life-threatening allergy;
   b. develop and implement an IHCP, corresponding EAP, and Medication Administration Plan for every student with a life-threatening allergy prior to school entry, or at the first opportunity after receiving documentation from the parent/guardian;
   c. share the IHCP and EAP with staff on a need-to-know basis (e.g. school leaders, teachers, food-service personnel, bus drivers, coaches, etc.);
   d. when medically necessary (e.g. peanut allergies), collaborate with school staff to send home a letter to encourage parents/guardians and students to avoid bringing peanut/tree nut or other known allergens into school;
   e. at the beginning of each school year, and on an ongoing basis as needed, provide education and training to all staff on the signs and symptoms of anaphylaxis and EpiPen administration;
      i. conduct additional training for appropriate staff regarding individual students’ life-threatening allergies, symptoms, risk-reduction and emergency procedures, as described in the student’s IHCP and EAP;
   f. maintain a list of students with life-threatening allergies in the health office; and
   g. ensure that the school principal and Director of Operations are informed of all procedures and systems that are necessary to ensure the safety of students with life-threatening allergies.

IV. **School Leader Responsibility:** The Principal, the Director of Operations, or his/her designee at each school should periodically review that:

   a. An IHCP is created and implemented for each student with a life-threatening allergy, and that:
      i. staff are aware of how and when to communicate with the main office and school nurse in the event of emergency;
      ii. systems are in place to ensure that staff in a temporary situation (e.g. substitute) are aware of, and have access to, the student’s IHCP and EAP;
   b. when developmentally necessary, there are procedures for monitoring snack and lunch;
   c. for classes where a student has a life-threatening allergy, when necessary:
      i. a letter is sent home to encourage parents and students to avoid bringing peanut/tree nut or other known allergens into school;
      ii. areas are established within classrooms/cafeterias which prohibit consumption of certain foods before and after school hours:
      iii. there is flexibility in grouping students to limit exposure to potential allergens;
iv. all students with life-threatening allergies have access to all classroom activities and celebrations;
d. students and staff have access to information regarding proper hand washing techniques before and after eating to limit risk of exposure to allergens;
e. teachers are discouraged from using food as a reward or incentive, and that the use of food for classroom functions is limited, except as outlined in this policy;
f. teachers notify parents of any school activity that requires the use of food or potential allergens in advance of the project or activity; and
g. the eating of food products on routine school bus routes is discouraged, except for those with medical needs (e.g. diabetics)

V. Teachers and Other Staff Responsibility: Teachers and staff should:

a. Become familiar with the IHCP of students under their supervision and respond to emergencies as per the emergency protocol documented in the EAP;
b. work in collaboration with the school nurse and school leaders, when possible, to inform parents of classmates of students with life-threatening allergies of any classroom restrictions that are necessary to reduce the risk of exposure to life-threatening allergens;
c. assist in monitoring identified students to help them avoid consuming restricted foods inadvertently brought into the classroom or any baked goods sent to school by anyone other than the student’s parent, when possible;
d. pay particular attention to the contents of animal feeds for any animals that might be present in the classroom as those feeds often contain peanut products; and
e. be aware that “bullying” situations which utilize allergen triggers against a student with life threatening allergies represents a serious assault and should be dealt with accordingly.

B. Food at Parties and Celebrations:

I. Parties and Celebrations: The following precautions shall minimally be taken to ensure the safety of students with life-threatening allergies:

a. School staff and/or school organizations that provide food items at grade-level or school-wide events during the school day will ensure that food is procured and supplied by the school’s food service department when possible, and that the event is monitored using the same guidelines as with snack and lunch; and
b. staff will utilize alternate celebratory activities (e.g. crafts, videos, etc.), when possible.

C. Field Trips/ Travel:

I. Trips: The following precautions shall minimally be taken to ensure the safety of students with life-threatening allergies:

a. The school nurse and relevant school leaders should be consulted with before determining the appropriateness of each field trip in consideration of safety of the students with life-threatening allergies;
b. school staff and leaders shall notify the nurse of all travel in a timely manner, when necessary;
c. prior to departure, the school nurse or leader reminds the chaperone on EMS activation procedures, when possible;
d. medications, including epinephrine, if prescribed, and a copy of the student’s EAP should accompany the student;
e. a cell phone or other communication device must be available on the trip for emergency calls;
f. parents of a student at risk for anaphylaxis may be invited to accompany their child on school trips, in addition to the chaperone;
g. in the absence of accompanying parents/guardian or nurse, another individual must be trained to handle an emergency situation; and
h. field trips should be chosen carefully to ensure that no student is excluded from a field trip due to risk of allergen exposure.

D. After School Activities:

I. School-Sponsored Before/After School Activities: The following precautions shall minimally be taken to ensure the safety of students with life-threatening allergies:

   a. Instructions for accessing EMS shall be posted throughout the school;
   b. Individuals who are responsible for keeping epinephrine by auto injector during events shall be identified by the school nurse;
   c. A current epinephrine by auto-injector should be readily accessible, and an adult staff member onsite should be trained in its use when possible; and
   d. If a medical alert identification ("ID bracelet") needs to be removed during activities for safety reasons, the student should be reminded to replace his/her ID bracelet immediately upon completion of the activity.