

LOS ANGELES UNIFIED SCHOOL DISTRICT
CANYON CHARTER ELEMENTARY SCHOOL
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KEEPING YOUR CHILD WITH SEVERE ALLERGIES SAFE AT CANYON CHARTER SCHOOL (EpiPen is required to prevent anaphylaxis)

Welcome to Canyon Charter School. Below are the necessary steps that you and the school can take to ensure your child's safety. **Before** school starts you and your child's doctor need to complete the forms contained in this packet:

- 1. **Confidential Health information** for a student with severe allergies
- 2. **The Student Emergency Care Plan.** Please provide a small picture of your child. This will be duplicated in the emergency plan for the classroom teacher, the medication book in the main office, the cafeteria staff, the substitute teacher's file folder and for the PE coach.
- 3. **Medical statement to Request a Special Diet** (requires a physician's signature)
- 4. **Request for Medication to Be taken during School Hours** (requires parent and physician signatures). Each medication requires its own form and additional parent and physician signatures.
- 5. **The Parent Authorization for Specialized Health Care Services.** An EpiPen order is a health care protocol requiring the completion of form.
- 6. **The Healthcare Provider Authorization for Specialized Health Care Services** form needs to be completed when an EpiPen is required. The Emergency Treatment of Anaphylaxis protocol from LAUSD needs to be given to your physician when the Health Care form is presented for signature.

Provide the school with the medication your child needs on the first school day, properly labeled in the prescription box. The medication can NOT be left at the school unless forms are completed. Make an appointment to see the school nurse. The nurse will be providing the training for the emergency treatment of anaphylaxis for your child.

Parent Allergy Packet

Welcome to Canyon Charter School. It can be very scary sending a child out in the world when she or he has life threatening allergies. Managing food allergies in schools can be challenging however, education, communication, and cooperation are the keys to preventing allergic reactions in schools. Remember the teachers and administrators at Canyon Charter want to take care and protect your food allergic child just as much as you do! This packet provides information to parents about steps both you and the school can take to ensure your child's safety.

1. Complete all 6 steps in the "Keeping your Child with Severe Allergies Safe" packet provided by the school upon enrollment and return to the school ASAP. This includes having your doctor sign off on the medical forms so allow enough time to complete; and providing a photo of your child.
 2. Notify your teacher the first day that your child has allergies. The school nurse will notify your teacher as well once she receives your medical packet. Your child's teacher can post a notice designating the classroom "Nut Free" if necessary as well as watch over your child during snack time. He or she will also send a notice out to all parents with the snack and lunch policy of his or her classroom. In addition, notify the room parents so they can remind parents at the appropriate class events. Parent Night at school is generally towards the end of the first month of the new school year and is another opportunity to educate and remind parents of the threat of an allergic reaction for your child.
 3. Attend field trips with your child. It is recommended that you accompany your student on any field trips and bring along the medication that is required.
 4. Provide the school with the pharmacy labeled medication your child needs in case of a reaction, both mild and anaphylactic. This medication will be in the main office and is accessible by the nurse, the office assistants, teachers and the principal. Duplicates of the medication should also be provided to the STAR room if your Food Allergic child will be attending after regular school hours.
 5. Fill out all necessary forms for STAR. STAR is a separate contracted program from the school and they have their own forms and requirements.
 6. Talk with your child about their food allergies and eating at school. Your child may have some fears about eating away from the safety of their home. This is especially true for children who have gone through the terrifying experience of an anaphylactic reaction. Ease their fears, tell them you are working with their school to set up rules to keep them safe and remind them that school is a fun, safe place to be. Teach your child not to "share" food with others and encourage them to talk with their teachers if someone offers them food. Educate your child in the self-management of their food allergy including:
 - safe and unsafe foods
 - strategies for avoiding exposure to unsafe foods
 - symptoms of allergic reactions
 - how and when to tell an adult they may be having an allergy-related problem
 - how to read food labels (age appropriate)
 7. Bring a substitute snack/treat that you know is safe for your child to leave in the classroom. In the event that another parent brings in a treat for the class, having something on hand that you know your child can eat will lessen the disappointment they have when they can't have the item.
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Frequently Asked Questions Regarding Food Allergies

- 1) How does the school handle snack time and class parties?
 - a) Your teacher will designate your child's classroom as allergen free and notify the other parents at the beginning of the year explaining this. However, you should still provide your teacher with an appropriate snack item that she can offer your child in the event that food comes in that is questionable.

- 2) Who is trained at the school to administer an EpiPen or Twin Jet if needed?
 - a) The Principal and the office staff do not have training on the Twin Jet only the EpiPen. The nurse is available at the school on Fridays and other days the trained admin staff would use the EpiPen. Additionally, the teachers who have students with allergies have gone through training and a list of all personnel who receive training is available in the school office.

- 3) What is the school policy for calling 911 in the event of a food allergy emergency?
 - a) The school automatically calls 911 if an EpiPen is required. If the reaction is mild or there is concern, parents will be called.

- 4) Will my child be segregated at lunch or will she be integrated with other children?
 - a) Your child will not be segregated. However, if a child sits next to yours with a peanut sandwich then your child or a teacher will ask that child to move farther away. No one's child will be made to feel ostracized.

- 5) What if my child is in STAR when an emergency happens? Will they have access to an EpiPen?
 - a) The Star Director is trained to administer an EpiPen and we recommend that you leave one at Star.

- 6) What is the school's emergency policy during afterhours activities located at the school?
 - a) Parents need to take responsibility if they are attending an event at the school outside of the school's official hours. There is no guarantee that the office will be open so medications may not be available. If it is a Star Event, the Star office will be open.

- 7) How can I learn more about food allergies?
 - a) Visit www.foodallergy.org

- 8) Can my child carry prescribed Epinephrine at Canyon?
 - a) Yes, although a specific form from LAUSD is required in order to do this. The form is available in the Allergy Packet.

- 9) Once my child's paperwork is complete, will this cover my child throughout their entire stay at Canyon?
 - a) No, you will need to renew the paperwork every year and discuss with each new teacher you have.

10) What else can I do to educate school personnel regarding my child's allergies?

- a) Label your child's lunch bag and snack bag with a food allergy tag, this way, other parents, aides, and teachers will see that your child is allergic. Some suggestions are: <http://www.labelyourstuff.com/allergybagtags.htm> ; http://www.labelyourstuff.com/allergylabel_wproof.htm;
www.allergyessentialsusa.com – has a selection of EpiPen holders
Buy a Medic alert bracelet for your child to wear.

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Teacher's Checklist for Managing Food Allergies

- ✓ Review with the parents the specific reactions of your allergic student.
- ✓ Be familiar with your school's emergency procedures.
- ✓ Know how to recognize the symptoms of an allergic reaction and what to do if a reaction occurs.
- ✓ Be sure to notify substitute teachers and aides about students' food allergies.
- ✓ Avoid using food in your lesson plans, such as math lessons and art projects.
- ✓ Don't use food as an incentive or reward.
- ✓ Minimize the use of food in class parties or celebrations.
- ✓ Develop a plan for communicating with parents about issues that might affect their child's food allergies.
- ✓ Consider food allergies when planning for field trips, and be sure to include the school nurse and parents early in the planning process.
- ✓ Check the ingredient labels on pet food, if your classroom has a pet.

Children have unique ways of describing their experiences and perceptions, and allergic reactions are no exception. Precious time is lost when adults do not immediately recognize that a reaction is occurring or don't understand what a child is telling them.

Some children, especially very young ones, put their hands in their mouths or pull or scratch at their tongues in response to a reaction. Also, children's voices may change (e.g., become hoarse or squeaky), and they may slur their words.

The following are examples of the words a child might use to describe a reaction after ingestion:

- "This food's too spicy."
- "My tongue is hot [or burning]."
- "It feels like something's poking my tongue."
- "My tongue [or mouth] is tingling [or burning]."
- "My tongue [or mouth] itches."
- "It [my tongue] feels like there is hair on it."
- "My mouth feels funny."

- "There's a frog in my throat."
- "There's something stuck in my throat."
- "My tongue feels full [or heavy]."
- "My lips feel tight."
- "It feels like there are bugs in there." (to describe itchy ears)
- "It [my throat] feels thick."
- "It feels like a bump is on the back of my tongue [throat]."

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School's Responsibilities to the Allergic Student

- ✓ Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.
- ✓ Review the health records submitted by parents and physicians.
- ✓ Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy. Take threats or harassment against an allergic child seriously.
- ✓ Identify a core team of school nurse, teachers, principal, and school food service manager to work with parents and the student to establish a prevention plan.
- ✓ Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- ✓ Practice the Food Allergy Action Plan before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- ✓ Coordinate with the school nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. In states where regulations permit, medications are kept in an easily accessible secure location central to designated school personnel, not in locked cupboards or drawers. Students are allowed to carry their own epinephrine after approval from the student's physician/clinic, parent and school nurse.
- ✓ Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.

- ✓ Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- ✓ Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- ✓ Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- ✓ Follow federal/state/district laws and regulations regarding sharing medical information about the student.