

Sample Allergy Management Checklists

STRATEGIES / ACTIVITIES

District Policies & Support

- Alert school administrators to policies necessary for students and staff with known allergies
- Establish the Allergy Management Team
- Establish policies and protocols that address individuals with allergies consistent with standards of care:
 - Policy requiring education of all members in the school environment about life-threatening allergies
 - School personnel education of awareness and seriousness of anaphylactic allergic reactions
 - School personnel education for preventing exposure to major allergens
 - Education materials and support for professional development for all school personnel
 - Training for school personnel accountable for student specific Allergy Action Plans and Protocols/Standing Orders for stock epinephrine auto-injectors.
 - Evaluation of knowledge and practice outcomes school personnel training
 - Periodic reinforcement of training
 - Documentation of training, verification of expiration dates and clarity of contents
 - **Consider having designated administrators of Stock Auto-Injection Epinephrine be certified in CPR and First Aid (CDC, Voluntary Guidelines, 2013, pg. 32)**
 - Rescue medication protocols:
 - Health care provider treatment and medication orders
 - Storage, access and administration
 - Non-student specific epinephrine auto-injectors provided in collaboration with school nurse
 - Identify Common Allergens in the School
 - Common Allergens
 - Animal Dander (e.g., cats) •Eggs
 - Fish •Insect venom (e.g., bee stings)
 - Latex •Medications
 - Milk •Peanuts
 - Shellfish •Soy
 - Tree nuts (e.g., pecans) •Wheat

Cafeteria, Classroom, Bus, Extracurricular Activities

- Cafeteria protocols:
 - Food preparation practices that prevent cross contamination with allergens
 - Cleaning for preparation area, food distribution area and student eating areas
- Classroom protocols (NSBA, 2012):
 - Limit or reduce allergens; identify specific allergen safe areas

1/4 Adapted by Vermont Department of Health 2013 [2017] -from NASN

<https://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis>. Document may not be altered.

Approved by VSBE 2013 [May 2017 reviewed and updated to align with current medical practice]

- Allow only prepackaged food items with complete ingredient lists (if developmentally appropriate).
 - Implement appropriate hand washing procedures (use of hand sanitizers is not effective in removing the residue of known allergens).
 - Communicate rules and expectations about bullying related to food allergies, including appropriate conduct, consequences, and related disciplinary actions.
 - Train classroom teachers and other staff in allergy awareness, basic prevention/risk reduction procedures, recognizing allergic reactions, reading product labels, identifying hidden allergens, and implementing emergency response procedures.
 - Train classroom teachers and other staff in basic food handling and cleaning procedures to prevent cross contamination from hands, utensils, and surfaces when foods containing known allergens are prepared and/or served in the classroom.
 - **Shelter in Place Protocol ([F.A.R.E, 2003 \[2017\]](#))**
- ☐ Bus Protocols (NSBA,2012):
- Consider assigning trained chaperones on bus routes for students with life-threatening allergies
 - Enforce no eating policies, with appropriate medical considerations and exceptions (i.e., for children with diabetes).
 - Store epinephrine in a safe, appropriate, secure, yet accessible location that will allow for rapid, life-saving administration (avoid temperature extremes, see storage recommendations).
 - Equip all school vehicles with functional two-way communication devices.
 - Include bus drivers as members of the food allergy management team for any passengers with life-threatening food allergies.
 - Train bus drivers in allergy awareness, basic prevention/risk reduction procedures, recognition of allergic reaction, storage of medication, implementation of bus emergency response procedures, and how to deal with food allergy-related bullying. Training provisions should be built into the transportation contract for out-sourced bus drivers.
 - Require bus companies/personnel be trained on local EMS procedures.
 - Assign seating as necessary to support safety of individual students.
- ☐ Extracurricular activities, before- and after-school activities, field trips, and community use of facilities (NSBA, 2012):
- Notify allergy management team members as early as possible of scheduled field trips to allow time for necessary preparation (e.g., special meals, medication storage/transport, and contact with field trip facility personnel to review procedures).
 - Delegate responsibilities for carrying necessary medications (e.g., epinephrine, diphenhydramine); provide a copy of the student's individual written management plan and contact information of parent/caregiver, the licensed healthcare provider (e.g., primary care provider, allergist), and the name and phone number of the nearest hospital(s).
 - Provide access to functioning two-way communication devices, and be cognizant of limited cell phone reception.
 - Strongly discourage trading of food and sharing of utensils.

2/4 Adapted by Vermont Department of Health 2013 [2017] -from NASN

<https://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis>. Document may not be altered.

- Promote and monitor good hand washing practices.
- Restrict the use of foods or products (i.e. latex) that are known allergens in classrooms during after-school activities when a student will use that classroom with a known food allergy during the school day.
- Train before- and after-school coordinators in allergy awareness, basic prevention/risk reduction procedures, recognizing an allergic reaction, implementing emergency response procedures, and how to deal with food allergy-related bullying. Training and response provisions should be built into contracts for out-sourced programs.
- Train before- and after-school coordinators in basic food handling procedures to prevent cross contamination from hands, utensils, and surfaces when foods containing known allergens are prepared and/or served.
- Encourage and permit parents of students with food allergies opportunities to attend field trips/activities as added support.
- Notify parents of students with food allergies when extracurricular events will include the provision of meals or food off school property and encourage parents to provide safe food alternatives.
- Promote allergy policy awareness and compliance with outside community members and organizations that are authorized to use school facilities, including school grounds.
- Notify in writing, facilities manager if wasp, bees, etc. nests are found on school property.

Awareness Education for Students, Parents, Community members

- Awareness education for students (NSBA, 2012):
 - Food allergy awareness education should be a part of a district's health education curriculum. Consider incorporating lessons into family and consumer sciences, science, health, and/or physical education courses.
- Awareness education and resources for parents/caregivers (NSBA, 2012):
 - To increase understanding of the special needs of students with food allergies, parent education should be provided by qualified personnel, such as the school nurse (RN) or designee, or an appropriate local licensed healthcare provider. As feasible, in-person education is desirable, but written communications can also be effective. Parents of a student with food allergies might provide useful information and support in addition to that provided by qualified personnel.
- Hand washing protocols
- Emergency response protocol to accommodate individuals with life-threatening allergies during emergencies, lockdowns, and all school sponsored activities on or off school grounds, school-provided transportation, and school-related programs.

Anti-bullying, Confidentiality

Approved by VSBE 2013 [May 2017 reviewed and updated to align with current medical practice]

- Bullying prevention policies and policies regarding discrimination of students with chronic illness including those with food allergies
- Policy regarding parental notification about the Section 504 or Individual Healthcare Plan (IHP) process
- Privacy and confidentiality policies and protocols for protecting health information of any individuals with known or previously undiagnosed allergies

Health Care Professionals, Debriefing, School Wellness Role in Prevention

- Policy requiring professional continuing nursing education related to life-threatening allergy, medication, storage, and training
- Post event debriefing protocol following all allergen exposures and/or rescue medication administrations
- Policy regarding the role of the school wellness committee / school health council to address the needs of students with chronic conditions, including students with life threatening allergies.