

**McKinney Independent School District  
School Health Services**

**Managing Students with Life Threatening Allergies  
MISD Policy (Includes Care of Students with Food Allergies At-Risk for  
Anaphylaxis) and Unassigned Epinephrine Auto-injectors**

The McKinney Independent School District (MISD) is committed to providing equal educational opportunities to all students. No student shall, on the basis of a disability, be denied the opportunity to participate in any program or service the District offers to all students. When a student who presents with any health care need enrolls in MISD's schools, an appropriate health care plan is developed to serve the student, in addition to any other programs or plans that may also be developed to ensure the student receives a free appropriate education. The following information sets out the procedures that MISD follows in managing students with Life Threatening Allergies (LTA) in the schools. The information also follows Senate Bill 27 (2011, 82<sup>nd</sup> Legislative Session) which amended Chapter 38 of the Texas Education Code by adding Section 38.0151 and the guidelines developed by the state Commissioner of Health in consultation with the Ad Hoc Committee in the spring of 2012. It was further updated in 2018 to implement Senate Bill (SB) 66 (84th Legislature, Regular Session, 2015), and SB 579, 85th Legislature (Regular Session, 2017). The new laws require the adoption of rules for the maintenance, administration, and disposal of epinephrine auto-injectors in school districts, open-enrollment charter schools, and private schools who voluntarily adopt epinephrine auto-injector policies. The new law established the Stock Epinephrine Advisory Committee tasked with advising the Texas Department of State Health Services amending Texas Administrative Code Title 25 §§37.601-37.611. In addition Texas Education Code Sections 38.208-38.215 were created.

In accordance with the Texas Education Code Chapter 25, Section 25.0022, the District requests annual disclosure of all life threatening allergies, includes food by the parent/guardian on the *Student Health History* form. This form will be available in all enrollment packets both paper and electronic.

### **INTRODUCTION**

**Anaphylaxis** is defined as "a serious allergic reaction that is rapid in onset and may cause death" (Simons, 2008). Anaphylaxis includes a wide range of symptoms that can occur in many combinations and is highly unpredictable. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock. Common examples of potentially life threatening allergies are those to foods and stinging insects. Life-threatening allergic reactions may also occur to medications or latex rubber and in association with exercise. Strict avoidance of food allergens and early recognition and management of allergic reactions are important measures to prevent serious health consequences (U. S. Food and Drug Administration, 2008). Children spend up to 50 percent of their

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waking hours in school, and foods containing allergens are commonly found in schools. Thus, the likelihood of allergic reactions occurring in schools is high (Sheetz, 2004). The foundation for the management of a student with LTA's in the MISD is the student's Individual Health Plan (IHP)/Health Condition Information Sheet (HCIS) that is developed in collaboration with the student, parent, student's physician, school nurse and other MISD personnel, as appropriate. The IHP/HCIS includes the routine treatment and emergency care that will be provided for the student.

Education is key in identifying and supporting students with life-threatening allergies in the school setting. MISD provides training for staff to ensure those employees who work with the student understand the student's condition and how to provide routine treatment as well as emergency procedures.

### **TRAINING**

A training program has been developed to train staff consistent with the concepts set forth in relevant publications, including, the *Texas Guide to School Health Programs*, published by the Texas Department of State Health Services (DSHS), *Voluntary Guidelines for managing Food Allergies in Schools and Early care and Education Programs* published by the Centers for Disease Control and Prevention and the Food Allergy & Anaphylaxis Network.

- Parent Information will be accessible from the MISD website
- Allergy and Anaphylaxis Posters will be placed in all cafeteria areas
- Training for transportation, custodial and food services will be considered annually between each department and the Director of Health Services
- Campuses will implement an allergy awareness program in grades K-5.
- MISD Health Services Staff Training  
MISD Health Services Director reviews training regarding management of students with LTA's and district policy to MISD nurses who then conduct the training of the other MISD staff.
- Specific Training Curriculum
  1. Awareness Training opportunity will be provided to all staff on an annual basis at the beginning of the year. Awareness training provides general information on common causes of allergic emergencies, preventative measures, and signs and symptoms of an allergic emergency to ensure all MISD staff is familiar with the LTA's.

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2. Comprehensive Training will be provided at least annually to the staff that has regular contact with the student with an LTA. LTA training provides the participants with information about the most common allergens, the hazards related to the use of food for instructional purposes, and the importance of environmental controls in protecting the health of students at risk for allergy related anaphylaxis. The training will also provide information about how to respond when a child exhibits the signs and symptoms of an allergic reaction to food, provide information on implementing the LTA IHP/HCIS including the skills needed in administration of epinephrine, where the epinephrine is located and notifying the local EMS utilizing the school's emergency response policy and procedures. Written "comprehensive training packet" training materials will be provided and the Epinephrine Administration Skills Check Form shall be kept in the clinic emergency/labeled binder as documentation of training.
3. Additional training is provided at any time that it is needed, when a change in staff occurs, when a student develops a new LTA, or when a new student with an LTA enrolls on a campus. Ongoing monitoring of the training will occur to assure that sufficient personnel are trained in the care of the students with LTA's.
4. Epinephrine Auto-Injectors Training for procedures on maintenance, administration and disposal of Epinephrine auto-injectors to be used on anyone reasonably believed to be exhibiting signs and symptoms of anaphylaxis on a school campus in compliance with SB 579, 85th Legislature, Regular Session, 2017 will be completed on an annual basis. At least one person other than the campus RN designated by the principal will be trained on each campus in the use of unassigned Epinephrine auto-injectors.

### Treatment of Anaphylaxis

Epinephrine is the first-line treatment in cases of anaphylaxis. Other medications have a delayed onset of action. Anaphylaxis can occur immediately or delayed following exposure to an allergen. In approximately one third of anaphylactic reactions, the initial symptoms are followed by a delayed wave of symptoms two to four hours later. This combination of an early phase of symptoms followed by a late phase of symptoms is defined as a biphasic reaction. While initial symptoms respond to epinephrine, the delayed biphasic response may not respond to epinephrine. Therefore, it is imperative that following the administration of epinephrine, the student be transported by emergency medical services (EMS) to the nearest hospital emergency department even if the symptoms appear to have resolved. Because the risk of death or serious disability from anaphylaxis itself usually outweighs other concerns, existing studies clearly favor the benefit of epinephrine administration in most situations.

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There are no medical conditions which absolutely prohibit the use of epinephrine when anaphylaxis occurs (Boyce, 2010).

**If an emergency arises for a student with an LTA while the primary campus nurse is not present, the following steps will occur:**

- **Call a campus staff member who has been trained to provide immediate emergency interventions as described in the student's IHP or unassigned epinephrine auto-injectors procedures. If the student appears to be in a life-threatening situation, call 911.**
- **Call the parents.**
- **Notify the campus administrator.**

**Appropriate staff, as designated by the campus nurse, shall be given information on the individual student's IHP/HCIS.**

### **Identification of Students With Allergy At-Risk for Anaphylaxis**

Due to an increase in prevalence of allergies and the potential for an allergic reaction to become more life-threatening, information needs to be shared with the school in order to promote safety for children with allergies that are at-risk for anaphylaxis. It is important for parents to provide accurate and current health information when requested, in order to assist schools in obtaining information necessary to care for the student.

Texas Education Code Chapter 25, Section 25.0022 states that upon enrollment of a child in a public school, a school district shall request, by providing a form or otherwise, that a parent or other person with legal control of the child under court order:

1. Disclose whether the child has a food allergy or a severe food allergy that, in the judgement of the parent or other person with legal control, should be disclosed to the district to enable the district to take necessary precautions regarding the child's safety, and
2. Specify the food to which the child is allergic and the nature of the allergic reaction.

***The parent/guardian is requested to provide MISD with this information on the health history form that is to be completed by the parent/guardian upon enrollment and annually.***

### **DEVELOPING THE INDIVIDUAL HEALTH PLAN FOR A STUDENT**

When the parent notifies the campus nurse that a student with an LTA will be in attendance at that campus, the nurse will:

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- Discuss the student's health status and management of allergy in the school.
- Discuss the level of care the parent anticipates the student will need at school.
- Discuss medications and supplies the parent will need to provide the school.
- Request that the parent obtain appropriate information/orders from the student's physician, concerning treatment of the student with LTA's care at school and provide parental consent for the school to provide the required treatment. The physician's form will need to specify allergen and treatment needed. (Reference: MISD LTA forms)

When information from the student's physician is obtained, the campus nurse and other appropriate school personnel will collaborate with the parent and student to review the information and develop specific healthcare information for the student's IHP/HCIS. The IHP/HCIS developed for the student will include all information needed to ensure the student's LTA is appropriately managed at school. At a minimum, the IHP will include:

- The physician's written authorization for treatment and description of the treatment the student will receive to manage his or her LTA at school.
- Emergency administration and dosages of epinephrine and /or antihistamine
- Specify the allergen and a description of past reactions
- List the student's level of independent self-care
- Indication whether or not the student has asthma
- Location of emergency supplies
- Accommodations the student may require
- Description of the protocol for contacting the parent and the EMS system in the event of an emergency
- Any other information that must be considered to ensure consistent provision of routine care called for in the plan and the continuation of services in the event of an emergency
- The nurse will consider referral to the Campus committee to determine whether the student is eligible for 504 services, or should be referred to special student services for assessment for eligibility for special education services, as needed.

### **Reducing the Risk of Exposure through *Environmental Controls***

Protecting students from exposure to allergens to which they are sensitive is the most important way to prevent life-threatening anaphylaxis. Teaching students how to avoid a particular allergen is an important lifeskill. Roles and Responsibilities related to students, families and schools are provided on the

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following pages. This document is accessible on the McKinney ISD website and in all campus clinics.

**Unassigned Epinephrine Auto-injectors**

- 1) According to Texas Administrative Code Title 25 §§37.603 the school day will be defined as regular on-campus school hours and whenever school personnel are physically on-site for school sponsored activities.[See FFAC(LOCAL)]
- 2) Unassigned Epinephrine auto-injectors will NOT be stocked for use at off campus events or to and from school.
- 3) Notice is provided to the parent/guardian on an annual basis via the student handbook and the LTA policy posted on the district website
- 4) Procedures and physician orders are in place for RN only orders for 5<sup>th</sup> grade overnight camp trip and Club 360 programs (when an RN is present).
- 5) Each campus shall stock and maintain one adult epinephrine auto-injector (2 pack) and one pediatric epinephrine auto-injector (2 pack) according to physician orders on file with Director of Health Services and Campus nurse.
- 6) The Director of Health Services will be the District's epinephrine coordinator.
- 7) Epinephrine auto-injectors will be checked monthly by the campus nurse or Director of Health Services designee.
- 8) Emergency medical services will be notified each time an unassigned epinephrine auto-injector is used.
- 9) The parent or guardian, campus nurse, campus administration, and the Director of Health Services will be notified each time an unassigned epinephrine auto-injector is used.
- 10) In accordance with Section 38.209 of the Texas Education Code, A person who administers an epinephrine auto-injector is to meet with the District's epinephrine coordinator (Julie Blankenship, Director of Health Services) within five days of administration to document needed information for the DSHS electronic submission form. The commissioners of Texas Education Agency (TEA) and DSHS will be notified not later than the tenth business day after the date school personnel or a school volunteer administers an epinephrine auto-injector.

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- 11) Used epinephrine auto-injectors will be given to the emergency medical services personnel responding and then if instructed by emergency medical services personnel will be disposed of in a SHARPS receptacle.
- 12) Expired epinephrine auto-injectors will be disposed of by the campus nurse in a SHARPS receptacle.
- 13) Epinephrine auto-injectors shall be replaced by the Director of Health Services.
- 14) A person who in good faith takes, or fails to take, any action under this subchapter or Texas Education Code, Chapter 38, Subchapter E is immune from civil or criminal liability or disciplinary action resulting from that action or failure to act in accordance with the Texas Education Code, §38.215.

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**Life Threatening Allergies (LTA) Actions for Parents or Guardians**

In promoting a safe school environment for children with Life Threatening Allergies (at-risk for anaphylaxis) students, parents, and school personnel should work as a team in identifying students at-risk for anaphylaxis, reducing the risk or exposure to food/insect/latex allergens and to react quickly should an exposure or allergic reaction occur.

	Notify the school nurse that your child has been diagnosed with a life threatening allergy (LTA) when the student enrolls in school or is newly diagnosed with the disease.
	Provide accurate and current emergency contact information and update when needed.
	Beginning of each school year- Provide the Life Threatening Allergy Plan or similar form from your physician to the school nurse signed by a physician. Collaborate with the campus nurse by providing the Life Threatening Allergy Plan, to review the medical orders(provided by the physician or healthcare provider) and discuss accommodations the child with need throughout the school day, including: <ul style="list-style-type: none"> <li>• the Classroom,</li> <li>• the cafeteria,</li> <li>• in after-school programs sponsored by the school, during school-sponsored activities,</li> <li>• On the school bus</li> </ul>
	If necessary, attend and participate in the initial and annual school meetings to discuss implementing the student's Life Threatening Allergy Management & Treatment Plan/Individual Health Plan/ Emergency Action Form (LTA, IHP, HCIS) to review medical accommodations and educational aids or plans the student may need.
	Provide specific information about your child's LTA and performance of allergy related task(s) at home to the school nurse and school health team.
	Permit sharing of medical information necessary for the student's safety between the school and the student's personal health care providers.
	Inform school staff of any changes in the student's health status.
	Provide all supplies and equipment necessary for care of your child's LTA; including equipment, supplies for administration of medication, nebulizer tubing, inhaler, Epi-Pen, and antihistamine. Replenish supplies upon request from the school. <b>Medications must be properly labeled and replaced after use or upon expiration.</b>
	Inform appropriate school staff ( principal, teacher, coaches, and other) when the student plans to participate in school-sponsored activities that take place before or after school or field trips that you will not be attending so that health care coverage can be coordinated to ensure the health and safety of the student with a Life Threatening Allergy.
	Educate the child in the self-management of their food/allergen including: <ul style="list-style-type: none"> <li>• Safe and unsafe food</li> <li>• Strategies for avoiding exposure to unsafe food/allergen, such as placing a cloth or paper towel on eating surfaces and always washing hands prior to eating</li> <li>• Recognize the first symptoms of allergic/anaphylactic reactions</li> <li>• How to communicate clearly as soon as he/she feels a reaction is starting.</li> <li>• If age appropriate and doctor prescribed, the importance of carrying and administering their personal asthma and anaphylaxis medications as prescribed.</li> <li>• Avoid sharing or trading snacks, lunches, or drinks.</li> <li>• Request ingredient information for any food offered. If food is not labeled or if the child is unsure of the ingredients, the child should politely decline the food being offered.</li> </ul>
	Teaching your child the importance of hand washing before and after eating.
	Consider 504 accommodations
	Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
	Report teasing, bullying and threats to an adult authority.



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**Life Threatening Allergy (LTA)-Actions for Student**

	Participate in the school meeting to discuss your Life Threatening Allergy (LTA), Individual Health Plan (IHP), Health Condition Information Sheet(HCIS) or other education plan, as appropriate
	Recognize the first symptoms of an allergic/anaphylactic reaction
	Inform an adult as soon as an accidental exposure occurs or symptoms appear
	Avoid environmental triggers, and sharing or trading snacks, lunches or drinks
	Be proactive in the care and management of the environmental/food allergies/reactions (age appropriate level) <ul style="list-style-type: none"> <li>• Should not eat anything with unknown ingredients or known to contain any allergen</li> <li>• Ask about ingredients for all food offered. If unsure that the food is allergen-free, politely decline. Do NOT take or eat the food.</li> <li>• Wash hands before and after eating</li> <li>• Place a cloth or paper towel on eating surface prior to eating</li> </ul>
	Know where your epinephrine auto-injector is kept and who has access to the epinephrine auto-injector(s)
	If age appropriate & physician ordered self carry epinephrine, complete training and sign McKinney ISD self carry form with campus nurse <ul style="list-style-type: none"> <li>• Knows signs &amp; symptoms off Life Threatening Allergy</li> <li>• Understands safe storage of medication/not sharing with students</li> <li>• Able to self administer epinephrine or communicate to adult that they need it</li> </ul>
	Communicate with campus nurse and teacher to assist in identifying issues related to the management of the allergy in school

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### Life threatening Allergies (LTA) Responsibilities of the Health Services

	Prior to entry into school (or for a student who is already in school, immediately after the diagnosis of a life-threatening allergic condition), Send Life Threatening Allergy (LTA) forms to parent and meet with the student's parents/guardian and develop an IHP /HCIS.
	Conduct annual training and education to appropriate staff regarding a student's life threatening allergens, symptoms, risk reduction procedures, emergency procedures, location, how to administer both the student's epinephrine auto-injector <u>and unassigned epinephrine auto injectors</u> , and ensuring that a student suspected of having an allergic reaction is accompanied by an adult.
	Familiarize teachers with the LTA plan/ IHP /HCIS of their students. Other staff members who have contact with the students should be familiar with their LTA plan/EAF/IHP's and be able to intervene if needed. <b>**A copy of the HCIS/and or IHP should be placed in the substitute teacher folder. **</b>
	Remind parents to review the LTA plan/IHP/HCIS, symptoms and emergency procedures with their child.
	Provide information about students with life-threatening allergies to all staff on a need-to-know basis.
	Educate new personnel and substitute personnel as necessary.
	Collaborate with campus administration to assure at least one additional staff member is trained in unassigned epinephrine auto-injector procedures and location of epinephrine.
	Introduce yourself to the student and show him/her how to get to the nurse's office.
	Post district's emergency protocol. Post location of auto-injectors. <b>Auto-injectors should be placed in an accessible, secure and unlocked location during the school day.</b>
	Periodically or at least annually, check medications for expiration dates and notify parents to obtain new medications.
	Discuss with parents age appropriate self carry epinephrine protocol.
	Review the LTA plan /IHP/HCIS annually. New physician's orders are required at the beginning of each school year or upon student's entry into McKinney ISD.
	Make sure there is a contingency plan in place for the substitute nurse and in the case there is not a substitute school nurse.
	Meet with parents on a regular basis to discuss issues related to plan implementation as needed.
	Health education: <ul style="list-style-type: none"> <li>• Provide health education to the allergic student as needed.</li> <li>• Collaborate with coordinated health team and classroom teachers to ensure allergy awareness and allergy education is provided to students</li> </ul>
	Assure that local EMS has epinephrine and anaphylaxis protocol. ( <i>Health Services Director responsibility</i> ).
	Review and be familiar with standing orders and protocol for stock epinephrine/EpiPen.
	Initiate 504 process, if applicable.
	Post allergy/anaphylaxis posters in the school cafeteria. May also post in additional areas.
	Collaborate with cafeteria manager and administration in establishing an "Allergen Aware" table(s) in the cafeteria near a door or window as needed.
	Collaborate with custodial staff on appropriate cleaning measures needed in allergen classrooms and cafeteria.
	Consider implementing a periodic anaphylaxis drill as part of a periodic refresher course.
	Coordinate and collaborate with the planning for a student's re-entry into school after having an anaphylactic reaction.

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Life Threatening Allergies (LTA)-Classroom Responsibilities**

Food and insect allergies/anaphylaxis can be life threatening. It's important to understand the precautions to take to keep students as safe as possible. The biggest risk to these students is accidental exposure. It's important to work together as a team to minimize risks and to provide a safe environment.

**Exposure is anytime a student ingests (eats) or touches the allergen or has an insect bite/sting from a known allergen.**

**FOOD PREPARED IN CONTAINERS OR WITH UTENSILS THAT HAVE PREVIOUSLY BEEN USED WITH THE ALLERGEN PRODUCT CAN CAUSE A REACTION!!**

**Allergy Management**

**General**

	Notify the campus nurse if a child diagnosed with a life threatening allergy is brought to your attention. A physician's note diagnosing the allergen and type of exposure causing the allergy must be on file with the campus nurse.
	Anaphylactic medication will be stored in the campus clinic. <ul style="list-style-type: none"> <li>• <b>Student may be allowed to carry their own epinephrine, if age appropriate ONLY after approval from the student's physician, parent and the campus nurse.</b> The appropriate MISD health forms must be on file in the campus clinic</li> </ul>
	Review the LTA management plan, IHP & HCIS of any student(s) in your classroom with life-threatening allergies. Assist in developing a communication plan with the campus office and/or school nurse.
	Participate in Life Threatening Allergy/Epinephrine training
	<b>Be sure volunteers, student teachers, aides, specialists, substitute teachers and additional staff are informed of the child's allergy and take necessary safeguards as appropriate</b>
	<b>Place a copy of the IHP and/or HCIS in the sub folder.</b>
	Refer to the 504/IHP/HCIS for all accommodations, especially for instructional purposes, 5 <sup>th</sup> grade camp and class parties.
	Coordinate with parent and school nurse an allergy awareness program which provides a lesson plan for food allergies for the class and discuss anaphylaxis in age appropriate terms.
	Educate classmates at avoid endangering, isolating, stigmatizing or harassing students with allergies. Be aware of how the student with allergies is being treated; enforce school rules on bullying and threats.
	Work with the school nurse to educate other parents about the presence and needs of students with life-threatening allergies in the classroom.
	<b><u>Inform LTA parents in writing and school nurse of any school events where food will be served.</u></b>
	Do not allow students to eat food (except snack) unless designated to be consumed in curriculum.
	Ensure that a student suspected of having an allergic reaction is accompanied by an adult. Do not put a student on the bus or allow walking home alone if there are any signs or symptoms of an allergic reaction.

**Snack time/Lunch time**

	Assist in establishing procedures to ensure that the student with life-threatening food allergies eats only what she/he brings from home and/or is known to be safe. <i>See how to read a food label.</i>
	Encourage hand washing for all students before and after snacks and lunch. Be aware that alcohol-based hand sanitizers are <b>NOT</b> effective in removing allergens from hands. <ul style="list-style-type: none"> <li>• <u>Proper hand washing with soap and water or the use of hand wipes is necessary to remove the allergens.</u></li> </ul> <b>**The child with the reported LTA -- MUST wash their hands prior to eating/snacks. **</b>
	Prohibit students from sharing or trading snacks.
	Assist with eliminating or limiting animals and/or foods in the classroom which may cause a life-threatening reaction to a student in the class, upon written request from parent. <b>If a letter to the classroom is requested, this letter needs to come from the campus nurse or administrator.</b>
	If necessary, avoid cross contamination of surfaces by assisting with wiping down or placing a paper /cloth towel on the eating surfaces of the LTA student before eating. (Refer to student's IHP)
	If a classroom party or after-school activity is held in your classroom, notify the administration to arrange custodian to wash tables prior to the next day or teacher may also wipe down with soap and water.

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	<p>Consider eliminating or limiting animals and/or foods in the classroom (e.g., arts and crafts, counting, science projects, parties, cooking, or other projects) (<b>Reference party recommendations</b>)</p> <ul style="list-style-type: none"> <li>• Welcome parental involvement in organizing class parties and special events. Consider non-food treats.</li> <li>• Use non-food items such as stickers, pencils etc, as rewards instead of foods.</li> </ul>
	Assure only students with the designated allergy eat at allergen free table, <i>request on file in campus clinic</i>
	Use non-food items, such as stickers, pencils, etc as rewards instead of food.
	<p>Class parties – <b>Administrator, teacher, and nurse MUST INVOLVE LTA PARENT FROM THE BEGINNING WHEN PLANNING PARTY-this cannot be left to the discretion of the room mom</b></p> <ul style="list-style-type: none"> <li>• Option 1- Order classroom food in bulk from Aramark to assure allergen free(Contact James Shoemake and nurse for previously used classroom letters)</li> <li>• Option 2-Have children eat the snack brought from home as they do every day (peanut/ tree nut classrooms would be the same restrictions on this day)and have a special non edible craft project for the party treat</li> <li>• Option 3-Serve prepackaged, labeled foods-arrange for allergen free food as much as possible; working with parent/guardian of LTA. (see nurse for previously used classroom letters)</li> </ul>

**Field Trips**

	<p>Collaborate with the school nurse prior to planning a field trip.</p> <ul style="list-style-type: none"> <li>• Notify campus nurse of all off campus activities <u>at least 2 weeks in advance.</u></li> </ul>
	Ensure Life-threatening Allergy plan and epinephrine auto-injectors are taken on all field trips and outings.
	Review plans for field trips; avoid high risk places. Consider eating situations on field trips and plan for reduction of exposure to a student's life-threatening food/insect allergy.
	<p>Collaborate with parents of students with life threatening allergies when planning field trips.</p> <ul style="list-style-type: none"> <li>• Invite parents of students at risk for anaphylaxis to accompany their child on school trips, and/or to act as chaperone. However, the student's safety or attendance must not be a conditioned on the parent's presence.</li> </ul>
	<p>One to two people on the field trip should be trained in</p> <ul style="list-style-type: none"> <li>• <b>Recognizing signs and symptoms of life-threatening allergic reactions.</b></li> <li>• <b>Use of epinephrine auto-injector</b></li> <li>• <b>Emergency procedures, Know 911 procedures</b></li> </ul>

**Sensitivity and Bullying**

An allergic student may receive threats and harassment related to his/her condition. According to the Texas Education Code, Chapter 37, Section 37.0832, school policy should address bullying on the school grounds, at school sponsored functions, and in school vehicles for all students.

	Remind students and staff that bullying or teasing students with allergies will not be tolerated and violators should be disciplined as outlined in school policy.
	Complete professional development regarding confidentiality and compliance with FERPA to prevent open discussion of specific students.
	Discourage labeling of students with allergies in front of others. A student with allergies should not be referred to as "the peanut kid", "the bee kid" or any other name related to the student's condition.

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**Responsibility of On-site Persons in Charge of Conducting  
School-Sponsored Activities**

	Conduct the school sponsored activity in accordance with school policies and procedures regarding life threatening allergies.
	Review with campus nurse and maintain a copy (easily accessible) of the Life Threatening Allergy Management & Treatment Plan/Individual Health Plan/Emergency Action Form (LTA, IHP, HCIS) of the student
	Make certain that an emergency communication device is always present and able to call 911
	Assure that one to two people present are trained in emergency response and able to administer epinephrine auto-injectors
	If off site--maintain auto-injectors in a secure, unlocked yet easily accessible location where trained school staff can quickly access them and the student's LTA/IHP/HCIS
	Clearly identify school personnel during off site event(s) who will be responsible for keeping the auto-injector(s) and LTA/IHP/HCIS for student(s)with life threatening allergies
	If for safety reasons medical alert identification needs to be removed during specific activities, the student should be reminded to place the identification back on immediately after the activity is complete. If it is not required to be removed, medic alert jewelry can be covered utilizing tape or wrist bands.

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**Responsibility of Transportation Department**

	Collaborate with health services on providing and attending a training for all school bus drivers on identifying the symptoms of life-threatening allergies
	Provide a functioning communication device for use on the bus or during transports
	Know how to contact local EMS
	Maintain policy of no consumption of food or drinks on the buses

**Responsibilities of Custodial Staff**

	Participate in trainings on how to clean surfaces of food allergens
	Clean desks, table and chairs and other surfaces with special attention to designated areas for students with food allergies at risk for anaphylaxis
	Clean "Allergen Free" table before and after lunch with appropriate cleaner, per custodial services protocol.

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**Responsibilities of the Food Service Manager**

	Review the legal protections for students with life-threatening allergies and ensure that students with food allergies that participate in the federally-funded school meal programs are given safe food items as outlined by the physician's signed statement.
	Read all food labels and recheck routinely for potential food allergens.
	Train all food service staff and their substitutes to read product food labels and recognize food allergens.
	Maintain contact information for manufacturers of food products (Consumer Hotline)
	Review and follow sound food handling practices to avoid cross-contamination with potential food allergens.
	Strictly follow cleaning and sanitation protocol to avoid cross-contamination.
	Create specific areas that are allergen safe, such as dedicated table/seating areas <i>if requested by parent</i> .
	Post allergy anaphylaxis posters in cafeteria
	After receiving notice from healthcare provider, make appropriate substitutions or modifications for meals served to students with food allergies.
	Plan ahead to have safe meals for field trips, as necessary
	Avoid the use of latex gloves by food service personnel. Use non-latex instead.
	Provide advance copies of the menu to parents/guardians of students with food allergy, and notification if menu changes. Consider how to provide specific ingredient lists to parents upon request.
	Take all complaints seriously for any student with known life-threatening food allergies or those persons exhibiting symptoms of an allergic reaction.