

**Policy to Deal with
Serious Student Allergies in the
Saugus Public Schools**

The Saugus Public Schools are committed to providing a safe educational environment to all its students. This includes doing everything a prudent individual would do to prevent allergic reactions in children with documented allergies to such things as nuts and bee stings. The School Committee recognizes the fact that, in providing such an environment, other students may be impacted.

In the case of allergies, the committee maintains that the student, the student's family, and the school department all have specific tasks and responsibilities. The committee believes that, by working together, any resultant issues can be resolved.

The family's responsibilities include, but are not limited to:

1. Notifying the school of their child's allergies, and providing medical documentation, instructions and medications as provided by their physician.
2. Work with the school to develop a plan that accommodates the child's needs throughout the school, including the classroom, the cafeteria, after-school programs, and on the school bus.
3. Be responsible for replacing medications that may have expired or have been used by the school in treating the student.
4. Review the school's policies and procedures with the child's physician, the school staff, and the child (if age appropriate) after a reaction has occurred.
5. Educate the 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, and how to read food labels.

The student's responsibilities include, but are not limited to:

1. Not trading food with others.
2. Not eating anything with unknown ingredients or known to contain an allergen.
3. Taking an active part in the care and management of the food allergy.
4. Notifying an adult immediately if something believed to contain a food to which he/she might be allergic to is eaten.

The school's responsibilities include, but are not limited to:

1. Being knowledgeable about and following applicable federal laws including ADA, IDEA, Section 504, and FERPA, as well as any state laws that might apply.
2. Maintaining an accurate file of any health records submitted by parents or physicians.
3. Including the food-allergic students in all school activities. Students should not be excluded from school activities solely based on their food allergies.
4. Identifying a core team of, but not limited to, the school nurse, the student's teacher, the principal, the food service director, and the guidance counselor if applicable, to work with the family to establish a prevention plan. This team should reconvene any time the prevention plan is changed.

5. Educating the rest of the staff who interact with the student on a regular basis about the allergy, including recognizing the symptoms, knowing what to do in an emergency, and removing any known allergens from the student's meals, classrooms, or other activity space.
 6. Coordinating with the school medical staff to insure that all medications are properly stored, and that an emergency kit is available that contains the physician's standing order for epinephrine. All medications should be properly stored and easily accessible,
 7. Designating those personnel who are properly trained to administer medications in accordance with the law.
 8. Practicing the procedures in place to handle an emergency, and ensuring that there is a staff member available at all times during the school day who is properly trained to administer medications.
 9. Keeping the bus company informed of the student's allergies and requiring that drivers be trained in symptom awareness and proper procedures if a reaction occurs.
 10. Discussing field trips with the family to determine appropriate strategies.
 11. Insuring that the allergic child is no way harassed or discriminated against.
- The School Committee recognizes that each child presents a unique situation, and that, as a result, prevention plans will be individualized. The committee is confident that a meaningful educational program can be maintained within the schools with all parties cooperation.

Approved by School Committee November 1, 2001

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