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**Administrative Regulation:**

**#644.1**

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## **Protocols For Implementing the Life-Threatening Allergy Policy**

The Maynard Public Schools has a LTA Policy to meet the need of our students, and to provide a safety net for children with the potential for life threatening allergic reactions. The policy will be implemented as follows:

1. Provide life threatening allergy awareness education and Epi-Pen training for all Maynard Public School employees annually, following the guidelines for unlicensed school personnel authorized to administer epinephrine (Epi-Pen) established by the Massachusetts Department of Public Health, to include but not limited to:
  - a. The most common allergens that may cause life threatening allergic reactions such as foods, medications, latex and stinging insects;
  - b. Recognizing the signs and symptoms of an allergic reaction;
  - c. How to activate the emergency response support (Code Blue);
  - d. How to reduce the risks of exposure to allergens.
2. Maintain a system-wide emergency response plan (Code Blue) that addresses how to respond to all emergencies including an anaphylactic reaction (life threatening allergic reaction). This will be reviewed annually in each building.
3. Maintain an Individual Healthcare Plan (IHP) for each student identified with a potentially life threatening allergy, in conjunction with the student's parent/guardian, primary care provider (PCP) or allergist.
4. The building principal and/or assistant principal will promote a "No Food Trading" and "No Utensil Sharing" standard in all schools with particular focus at the grades k-3 level.
5. Provide life threatening allergen free (peanuts, tree nuts, fish, shellfish, latex) area in the cafeteria at the grades k-3 level when necessary; use of the area will require parent approval.
6. When a student's medical need is clearly documented by a board certified allergist, and clear directions in writing from the allergist are provided, a life threatening allergen free classroom will be created to the best of the school's ability. When questions arise, determinations will be made in consultation with the school's physician.

7. Parents will be encouraged to participate in the support and implementation of these protocols.
8. Epinephrine (Epi-Pen) is administered only in accordance with a written medication administration plan developed by the school nurse. It will be updated annually and shall include:
  - Diagnosis by a physician that the student is at risk of a life-threatening allergic reaction, and a medication order containing indications for administration of epinephrine.
  - Written authorization by a parent or guardian.
  - Home and emergency phone numbers for the parent/guardian.
  - Identification of places where the epinephrine (Epi-Pen) is to be stored, following consideration of the need for storage at places where the student may be most at risk. The epinephrine (Epi-Pen) may be stored at more than one location or carried by the student when appropriate.
  - Epinephrine (Epi-Pens) shall not be required to be kept under lock and key.
  - Plan for risk reduction for the student, including a plan for teaching self-management where appropriate.
  - Administration of epinephrine (Epi-Pen) will be documented in the student's health record.
9. The Maynard Public Schools will have a standing order from the school physician for administration of Benadryl and Epi-Pen when a person with a previously unknown allergy has a severe allergic reaction.
10. When epinephrine is administered, there will be an immediate request for 911 Emergency Medical Services (EMS) followed by notification of the school nurse, the student's parent or guardian, the student's primary care provider, and the hospital.
11. The Good Samaritan Law protects personnel in the administration of an Epi-Pen from liability.

## **Employee Training and Education**

1. Life threatening allergy (LTA) training will be provided to all teachers, substitutes, aides, tutors, secretaries, student teachers, custodians, food service staff annually, and to bus drivers when deemed necessary.
  - Contractual employees (such as bus drivers) will be provided informational training in order to be able to recognize life threatening allergic reactions and the appropriate response.
2. Training will include (but not be limited to):
  - a description/definition of severe allergies and a discussion of the most common food,

medication, latex, and stinging insect allergies;

- the signs and symptoms of anaphylaxis;
- the correct use of an Epi-Pen;
- specific steps to follow in the event of an emergency;
- allergen avoidance techniques.

3. The building principal and/or their designees will be responsible for scheduling the training and ensuring that all the appropriate employees are trained.

## **School Procedures**

1. At all levels, the school nurse, in conjunction with the student's parent/guardian and the primary care provider/allergist will prepare an Individual Health Plan (IHP) for any student with a life-threatening allergy. This IHP will be updated annually and reviewed by the school nurse, the student's parent/guardian, and primary care provider/allergist. The IHP will include the student's name, the allergen(s), the warning signs and symptoms, what to do in the case of an emergency, phone numbers of parents, primary care providers, and allergists.
2. At the elementary level, the IHP will be available in the nurse's office and the student's homeroom and will accompany a student on any field trip. At the middle school level, a copy of the IHP will be sent on field trips with the classroom teacher. At the high school level, all students will be responsible for carrying their own Epi-Pens on field trips.
3. At the elementary level, photographs of students with LTA may be attached to the IHP with permission of the parents.
4. School bus drivers will be notified directly by a student's parent/guardian of any life-threatening allergy of which the bus driver should be aware.
5. Food service employees, custodians and school nurses will use only latex free gloves.
6. Epi-Pens (belonging to the school and those prescribed to the students) will be available in the nurse's office and in other clearly designated locations if specified in the IHP. At the beginning of each school year, or upon assuming a staff position, all staff (including substitutes) will be informed of the location of the Epi-Pen. At the secondary level, all students are allowed and encouraged to carry their Epi-Pen on their person as allowed in the medication policy.
7. LTA free tables will be maintained in the cafeteria at the elementary level as necessary. These tables will be designated by a universal symbol and it will be the responsibility of the principal or his/her designee to ensure that these areas are not contaminated.
8. The school principal or his/her designee, in consultation with the school nurse, will be responsible for notifying classroom teachers, classroom aides, specialists, and parents of students in the class of the nature of life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of signs and symptoms to be aware of, and a list of foods and materials to avoid.

## **Student and Staff Practices**

1. All students and staff will be encouraged to wash their hands after eating and/or handling food.
2. All teachers will be encouraged to reinforce the “No Food Trading” and “No Utensil Sharing” standard in the classroom.

## **Curriculum**

1. The education of students and teachers about children with healthcare issues in the school setting will be the responsibility of the building principal. Determination of the need and content of this education will be made collaboratively by the building principal and the school nurse.
2. Our goal is to raise the level of awareness about the problem of life threatening allergies and to create a safe learning environment for children with these serious allergies.
3. Student education on life threatening allergies will be based on individual need within the classrooms. The school nurse will facilitate programs as the need arises.



MAYNARD PUBLIC SCHOOLS  
Maynard, Massachusetts

SCHOOL HEALTH SERVICES

STANDING ORDERS for UNKNOWN ALLERGIC REACTIONS

1. Localized Reaction of Student to Unknown Allergen

Local swelling – apply gel pack, hydrocortisone cream 1%  
Parent to be notified of all stings by stinging insects

2. Systemic Reaction of Student to Unknown Allergen

Mild reaction: itching, mild rash, sneezing, runny nose.

Severe reaction: hives all over body, facial color changes (very pale, flushed, blueness), facial or throat swelling, difficulty breathing, wheezing, confusion, drooling, nausea/vomiting, loss of consciousness.

Grades K – 1: **Give EpiPen Junior 0.15mg for severe reaction.\***  
For **mild** reaction notify parents.

Grades 2 – 5: **Give EpiPen 0.3 mg for severe reaction.\***  
For **mild** reaction notify parents.

Grades 6 – 12: **Give EpiPen 0.3 mg for severe reaction.\***  
For **mild** reaction notify parents.

**\*If EpiPen is administered, 911 must be called and the Code Blue System activated.**

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Maynard Public Schools Physician

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