

# Life Threatening Food Allergy Flow Chart

## SCHOOL:

1. **Parent fills out 1F15B** enrollment form, checks severe food allergy. Severe food allergies are always life threatening and therefore the “Life threatening” should be checked as well.
2. **Office Staff inform** about need for medication & Emergency Action Plan (EAP) to be in place prior to student attendance. Office staff hand out parent packet containing:
  - Parent notification letter explaining RCW 28A.210 Section 1
  - **\*Emergency Action Plan (completed by licensed “physician” and signed by parent)**
  - Nutrition Services Standard Food Substitutions handout
  - **\*Medication request forms (2) (completed by parent and licensed health provider)**
  - “Staff and Parent Guidelines For Students With Life Threatening Allergies”
  - School Nurse contact numbers
  - Emergency medication handout (i.e. Epi-Pen)
  - “504” parent information handout
  - Summary of Washington state law re: students with life threatening conditions
  - Food Allergy and Anaphylaxis Network (FAAN) information brochure
  - “How to read a label” handout
  - “Allergies and Oils” handout
3. **Office Staff notify** Principal & Nurse immediately re: student with possible life threatening allergy. Copy of 1F15B health form may be copied to the nurse after notification.
4. **Care Team** meeting may be scheduled at this time.
5. **Parent returns completed EAP**, medication, and other check list information.
6. **Office Staff** get EAP, medication, and other information to Nurse.
7. **Nurse reviews EAP**, medication, and other information, evaluates and clarifies as needed, and copies all appropriate parties (at least: office, principal, parent, teacher, kitchen, nutrition services).
8. **Student attends school**, EAP’s are in place (all are bright TERRA GREEN in color).
9. **EAP’s are posted**/held in standard locations: Office binder, Teachers sub folder, Kitchen by hot box, noon aid fanny pack.

10. **Epi Pen Training** occurs for all appropriate staff. Training/refresher covered annually.
11. **Care Team meeting** held, address issues such as: EAP, IHCP, 504 accommodations, special activities, and other accommodations.
12. Nurse/Office/Principal/Parent/Teacher request **modifications in EAP** and accommodations as needed.
13. **PARENT notifies school** or program of any Health or Activity related changes. (IE: Notify office and coach about allergy if starting a new after school sport; Notify Express department when enrolling in child care.)
14. **Teacher notifies parent** if allergen is to be used in a classroom activity. Accommodations made as necessary.
15. Teacher/Office staff participate in one **emergency practice drill** at least once as early in the school year as possible. Use nurse as a resource. Adjust/improve plan if necessary.

**NUTRITION SERVICES:** (See Nutrition Services Allergy Procedures)

#### **SCIENCE KITS, Allergen Labeling & Procedures:**

- A master roster of all kits is kept, with kits that contain potential allergens highlighted and the potential allergen is noted
- The inventory sheet and allergen notices are on the science resource web site.
- The shelf in the kit assembly area that contains one of these allergens is marked with a bright terra green sticker, noting the items needs to be labeled in the science kit.
- Each science kit inventory sheet identifies the item that contains the allergen with the allergen in (parenthesis).
- Kits with Latex have a notation at the bottom of the inventory sheet
- Kits containing Nuts and Peanuts have a note on the inventory sheet to “Add a bright terra green flyer to the top of each kit.”
- All kits have a bright terra green notice stuck on the lid for the teachers to “check the kit inventory list for any allergens” that might cause a problem for one of their students.
- Each item that contains a potential allergen is assembled or prepared in a separate area away from the kit assembling area. The bulk items are placed in zip lock bags and labeled. Left over kit items are stored in a plastic tub in the appropriate kit area.
- Like kits are assembled at the same time, cross contamination/contact is minimized, and the area is cleaned prior to a different kit being assembled.