

Responsibilities for Food Allergy Management in Haywood County Schools

Parents

- **Provide school with medical documentation of a life-threatening food allergy**
- **Complete forms required for treatment/medication for the food allergy at school with a written statement/signature from the student's health care provider/physician**
- **Provide school with approved emergency medication for the allergy**
- **Keep school informed of changes in student's condition**
- **Request/decline a Health Care Plan for Food Allergy**
- **Meet with staff to develop individualized Health Care Plan for student if requested.**

Principal

- **Meet with parents of student with life threatening food allergy if needed**
- **Inform school nurse/staff of student with food allergy if needed**
- **Assign school staff to part of team to develop individualized Health Care plan if requested by parent.**

School Nurse

- **Inform principal and school staff of student's allergy after processing Health History Update forms or receiving information from parents**
- **Provide required forms to parents for medical documentation. (*Prescription Medication Permission, Allergy Management, Permission to Carry, Diet Orders, request for Food Allergy Plan, and Declination of Food Allergy Plan Forms*)**
- **Assess and disseminate completed forms to appropriate staff. *Example-completed diet order to cafeteria manager, etc***
- **Develop and disseminate Emergency Action Plans to school staff/cafeteria (when parents have provided school with completed documentation and medication for treatment of allergy)**
- **Offer Request for Food Allergy Health Care plan to parents with additional concerns**
- **Offer Declination form to parents who do not want a Food Allergy Health Care plan**
- **Train/update staff in the treatment of anaphylaxis**
- **Meet with staff to develop requested Food Allergy Health Care Plan**
- **Provide staff/parents with copies of above plan**

Teachers/staff

- **Complete training in the treatment and prevention of anaphylaxis.**
- **Keep Emergency Action Plan and needed medication if student does not carry in a safe, accessible place**
- **Inform school nurse of changes, concerns**
- **Supervise students with food allergies while in cafeteria, in class, and on field trips**
- **Administer epinephrine by auto-injector if needed.**

Cafeteria

- **Meet with school nurse concerning students with life-threatening food allergies**
- **Give students with food allergies diet orders and keep on file**
- **Document students with food allergies in cafeteria component of power school**
- **Keep foods with identified allergens separate from other foods/ include utensils, supplies that come in contact with allergens**
- **Clean tables to prevent cross contact exposure to allergens**
- **Identify foods that contain known allergens or foods processed in facilities that process nuts and provide information to students, staff, and parents.**