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## **504 PLAN/IHP DISCUSSION DOCUMENT**

*This document can also be used as a 504 or IHP if no school district forms exist.*

*Decisions made should be written into Student's 504/IHP.*

### **1. STUDENT'S MEDICAL CONDITION (Example)**

*Name of student can be used.*

Student is allergic to \_\_\_\_\_.

- ❖ Student has had an ingestion allergy reaction (anaphylactic) to a product with \_\_\_\_\_.
- ❖ Student has had contact allergy reactions to \_\_\_\_\_.
- ❖ Student has tested positive on skin prick test or Cap RAST test to \_\_\_\_\_.
- ❖ The onset of reactions have, thus far, been immediate/slow/nonexistent.

### **2. IHP/504 PLAN**

- Information school needs:
- Important meeting dates:
- Who will be on the 504 team (list names and titles)? Possibilities:

Child's Parents  
Primary Classroom Teacher  
Classroom Assistants  
School Nurse  
504 Coordinator  
504 Compliance Officer for the School Building  
Building Principal  
Health Aide  
Plan Monitor  
Others?

### **3. PARTICIPANTS IN KEEPING SCHOOL ALLERGEN SAFE**

Primary classroom teacher (s)  
Classroom paraprofessional  
Art teachers  
Music teachers  
Physical Education teachers  
Other teachers in the building  
Other paraprofessionals in the building  
Support staff & Secretaries  
Bus drivers and bus company personnel  
Cafeteria staff and lunch proctors and monitors  
Recess supervisors  
Custodial staff

If desired by school:  
Other Students in class of child  
Parents of other children in the class  
Other students in the child's school  
Parents of other children in the school



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#### **4. GENERAL INFORMATION ABOUT FOOD ALLERGIES FOR SCHOOL STAFF**

1. Nurse will provide general information to school staff about food allergies (AFAA speaker and parents are available too).
2. Nurse will train staff on emergency procedures.

**Topics to cover:**

Definition & description of food allergy

Reaction triggers

Types of reactions

Description of anaphylaxis

What needs to be done in the event of a reaction

Cross contamination

Does the school wish for the parents to participate in the training?

- How often will training be reviewed? (Topics to cover: allergens, prevention, recognition & management of emergencies, administering medications.)
- Does the school wish for the parents or AFAA to participate or evaluate the emergency drills?
- What resources does the school need for training (EpiPen & Twinject & Adrenaclick trainers, videos, physicians or certified speakers, books, fliers)?
- What forms will be completed documenting which individuals have been trained to administer medications (i.e. who in the building is trained)?

#### **5. EMERGENCY PLAN**

1. Post "Allergy Action Plan" with picture where it will be visible to teacher.
2. An adult must stay with Student if a reaction is occurring.
3. On district form the signs of a reaction, amount of medication, and contact information will be written.
4. Steps that should be followed in the event of a non-life threatening reaction are on district form.
5. Steps that should be followed in the event of a serious reaction and medical emergency are on district form.
6. All of the child's teachers and aides and substitute teachers will review the emergency plan.

*In an emergency:*

- Who will administer medication?
  - Who will call 911? On what telephone will 911 be called?
  - What telephone script will be followed when calling 911?
  - Will child remain in location upon ambulance arrival or will he be carried to main office during severe reaction? (Child must NOT walk during anaphylactic reaction.)
  - To what hospital will the child be transported?
  - Who will ride in the ambulance with the child?
  - Who will call the child's parents and what will be said to the parents?
- 
- Where will the emergency plan be kept (in teacher's notebook, on classroom door, in epi bag, in main office, other locations, etc.)?
  - How often during the year will emergency plan be reviewed?
  - When will drills take place?



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- ❑ Does the school wish the parents to create a flier that can be posted or are school forms already developed? (Format Example: Title – Fatal Food Allergy Alert; List of dangerous food Allergens; Child’s Name; Picture of the Child; List of the signs and symptoms of an allergic reaction; Action to be taken in the event of an emergency situation; Emergency contact information); Picture of autoinjector administration procedure) (Physical Location Examples: Classroom, Art Room, Gymnasium, Library, Music Room, Cafeteria, Custodian’s Office, All grade level classrooms of the child, Principal’s office, Main Office, Nurse’s office, Staff Lounge)

## **6. MEDICINE BAG**

1. The Medicine Bag and Emergency Response Protocol will remain with the child at all times: classroom time, recess, lunch, assemblies, special events, fire and tornado drills, evacuations, field trips, etc.
  2. The Medicine Bag will be kept between 59 and 86 degrees at all times.
- ❑ Will Student or teachers carry medicine bag or will medication be stored at various locations?
  - ❑ Does school desire back-up autoinjector(s) for main office or nurse’s office?

### **Medicine pack includes:**

EpiPen Jrs. and/or Twinjects and/or Adrenaclicks  
Benadryl (or generic version)  
Hydrocortisone  
administration instructions and doses required  
measuring utensil  
insurance information  
description of allergic reactions  
contact information

Medicine Bag also has hand wipes, and allergy warning stickers that Student can wear.

## **7. PREVENTIVE MEASURES**

1. Student will not be sent into another classroom without being accompanied by either the classroom teacher or a trained staff person. Teacher or staff person will monitor environment for potential food allergens while in the area.
2. When in any part of the building, or outside during the school day, Student will be accompanied by his/her teacher or another responsible adult who is aware and able to treat allergic reactions.
3. “No Food” signs posted outside of classroom(s).
4. No allergenic food will be served in Student’s classroom at any time.
5. If an unsafe product is introduced into the classroom, (birthday treat from student, Girl Scout cookies, etc.) the teacher will place the item in a closed space out of reach of students.
6. Student will not participate in fundraising with food products and those items should not be present in his classrooms.



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- What steps should be taken if the allergen enters the environment beyond acceptable safety perimeters?
- Can classroom and its equipment be unavailable for other activities before, during or after school (e.g. community education classes, cake walk during school fair, etc.)?
- Who will train staff on preventive measures?

**Lesson Plans – General:**

1. No use of food containers in the classroom (e.g. egg or milk cartons for plants).
2. No storage of materials inside food containers (e.g. deli containers, popcorn tins, etc.).
3. Educate all buddy classrooms to wash hands before entering kindergarten classroom.
4. Classroom teacher will notify parents one week in advance of any school projects involving food (gingerbread houses, noodle sculptures, cereal or candy alphabet letters, etc.).

**Art Class:**

1. Materials must be safe for Student (e.g. tempura paint is unsafe).
2. Furniture and tools must be cleaned and free from allergens. If helpful, Student can be assigned to a specific table in art class.

**Music Class:**

1. Student will not share anything that people put in their mouths (musical instruments, whistles, etc).

**Computer Lab:**

1. Adult will clean the computer keyboard and mousepad with cleaner before Student uses it.

**Physical Education Class:**

1. Physical Education teachers will have a walkie-talkie or cell phone at all times while teaching physical education outside of the building.
2. Teacher will carry epi-bag.

**Student involvement:**

1. Lesson plan regarding food allergies will be presented to classmates (suggestion: Pete book with Iggy puppets).
2. Food allergy related giveaways encouraged (coloring sheets, word searches, stickers, bookmarks).
3. Classroom teacher will monitor classroom environment to ensure there is no teasing or harassment related to Student's allergy.

**Cleaning:**

- What cleaner and cloth will be used to clean floors, desks, and tables (disposable paper towels are encouraged)?
  - Should the cafeteria and gym be specially cleaned after community use? Will Student be using these spaces?
  - Should Student's classroom table be cleaned on a daily basis?
1. Room cleaning procedures must include washing tables/desks with district approved cleaners & wiping doorknobs, railings, and handles.
  2. School nurse and/or teacher will model appropriate hand washing for the students.
  3. Soap must be free of allergens.
  4. Lotion must be free of allergens.
  5. Upon entering the classroom, all students and visitors will be encouraged to wash their hands. A sign will be displayed outside the classroom stating this request and the reason why.



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## **8. FIELD TRIPS**

1. All teachers and other adults responsible for children on the fieldtrip will review the Emergency Plan prior to each fieldtrip.
2. Emergency Bag/autoinjectors must accompany Student during evacuations and field trips.
3. Parent (or an adult they designate in writing) will accompany Student on all field trips.
4. Bathrooms with safe soap or hand wipes will be available for hand washing.
5. A designated person will be responsible for carrying and administering the medications in an emergency situation.
6. Teacher will have cell phone to contact 911.
7. Teacher coordinating the fieldtrip will investigate the fieldtrip destination and perform an "allergen risk assessment" with the parents well in advance of the fieldtrip to prevent risk of exposure to the offending allergens.

An "allergen risk assessment" is one part of preparing for field trips, which means asking some questions in order for the teachers, student, and the locale to think about the risk of exposure to allergens and preparedness for potential emergencies.

The assessment questions are:

- a) Are allergens displayed at the site?\*
- b) Are allergens used in any of demonstrations or as feed for any animals?
- c) Are there any hands-on activity areas that where allergens have been used? (e.g. places where birdseed or peanut butter was used; bubble creation/water play areas; where "slime" was made/played with; jointly used (i.e. possibly contaminated) equipment; food preparation areas; eating areas; etc.)
- d) Are the ingredients and substances that students touch free from allergens? (e.g. paints; glue; natural art ingredients; food ingredients)
- e) Will the staff or guests at the fieldtrip site be handing anything out to children? (e.g. food; animal eggs; or animals to touch; animal feed; etc.)
- f) Will the class eat at the facility? If so, will the teacher be able to clean and designate an area for an allergic student to eat? Will there be handwashing facilities?
- g) How quickly can an ambulance reach the location, and then reach a student within the facility?

\*The 8 most common allergens in the U.S. are milk, egg, peanut, tree-nuts, fish, shellfish, wheat, and soy. Students may be allergic to 1 or more allergens on this list, or allergic to items NOT included on the list (for instance, beef, chicken, strawberries, seeds, or many other things).

## **9. SUBSTITUTE TEACHERS AND SUBSTITUTE NURSES**

1. School will phone parents if the regular classroom teacher or school nurse will be absent.
  2. An information folder regarding Student's allergies should be prepared for substitute teachers. The folder should contain a copy of the Emergency Plan and other pertinent information and readily available on the teacher's desk at all times.
- Who will explain the Emergency Plan to the substitute teacher?
  - Is the substitute teacher trained to administer any emergency medical medication?



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## **10. COMMUNICATION**

1. Communications will occur from the principal and classroom teachers to Student's parents via e-mail, phone conversations, meetings, etc.
  2. Storage or distribution of food for fundraisers or other projects concerning food will not be in Student's classrooms.
- What type of communications will occur from the principal and the classroom teachers to other parents in the class and school? When will it occur, how and how often? (Example: a letter sent home to parents in the class or the school.)
  - What type of Communication will occur between the principal and the rest of the staff?
  - How and when will outside visitors and new students & families be informed of the child's allergy condition and necessary precautions?

## **11. SAFE SNACKS**

1. All food in the classroom where Student is learning will be safe. Options: "safe" snack list can be distributed to classroom parents, or parents can purchase snacks for the class.
2. Non-food items (stickers, erasers, pencils, yo-yos, etc.) are encouraged for celebrations.
3. Student is to eat and touch only food approved by parents.
4. Approved food will be served by regular classroom teacher or nurse.
5. Parents will be invited to serve on all party committees and will be invited to be present for all classroom or school parties.

## **12. STORAGE OF CLASSROOM LUNCHES**

1. Student's lunch should be stored separately from other lunches, in a secure place to avoid mishandling.

## **13. CAFETERIA**

1. Student will sit at a designated table in the cafeteria. This may be a different table than others used, or a table that has its top, underneath, and seats cleaned prior to Student's lunchtime.
  2. Custodians will use new cleaning cloths to cleanse the lunch table.
  3. Student's table will be peanut-free, nut-free, and free of gooey or liquid dairy products (cheese, yogurt, milk, egg salad, mayonaise, etc.).
  4. A designated adult will sit at Student's table during his lunch period.
  5. Student will wash hands before eating.
  6. Student and classmates will wash hands after eating.
  7. Cafeteria staff will be taught about food allergies.
  8. Cafeteria food will be assumed to be *unsafe*.
  9. Student is not to sit near a garbage can.
  10. Student will not be allowed to wipe down his table or clear others' dishes or food.
- Should there be an allergy awareness zone (an area larger than the Student's table)?
  - How will classmates be chosen to sit at table with Student?
  - What steps will be taken thoroughly clean the cafeteria floors each day?
  - Will some basic cafeteria rules (management policy) that reinforce general safety rules be posted in the cafeteria?



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#### **14. RECESS**

1. Recess monitor will carry epi-bag when Student plays outside (under coat during winter).
2. There is concern about food allergen residues on the playground equipment: Student's hands should be examined for swelling and hives.
3. If children in the play area have food, they should be instructed to eat it away from the play equipment, and to wash hands if item is allergenic and gooey (chocolate, peanut butter, ice cream, sandwiches, candy, etc.)
4. To reduce the possible risk of food residue being brought into the classroom from the playground equipment, students hand washing upon returning to the classroom is recommended.

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### **Suggested Safe Snacks:**

*Any fresh or canned fruits or vegetables, such as:*

Apples  
Bananas  
Blueberries  
Carrots  
Celery  
Cherries  
Cherry tomatoes  
Grapes  
Grapes  
Kiwi  
Pears  
Starfruit  
Strawberries

Ener-G pretzels (and some other products)  
EnjoyLife products (cookies, etc.)  
Gerber Fruit Juice Snacks  
Gerber Veggie Crackers  
Hain Mini-Munchies Rice Snacks (plain)  
Hy-Top Honey Graham crackers  
Old Dutch pretzels (plain)  
Saltines (most are safe, but check label!)  
Stretch Island Fruit Leather

Cherrios Cereal (plain)  
Corn Chex Cereal  
Kix Cereal  
Life Cereal (plain)  
Rice Chex Cereal  
Wheat Chex Cereal

Beverages: apple juice or cider, grape juice, lemonade, soymilk, rice milk

*Note: all processed items subject to ingredient changes – check labels every time!*

*Beware of ingredients labeled “natural flavoring” “spices” “artificial flavoring” – they may contain a student’s allergens.*