# ALLERGY MANAGEMENT AND PREVENTION PLAN (AMPP)

## PURPOSE of AMPP

1. To create one consistent plan of action for responding to any allergic reaction
2. To protect the health and safety of an individual child with allergies
3. To focus on prevention first, then response

## SCHOOL-WIDE POLICY

*note: no change from current policy*

We are a peanut-free school. We do not serve peanuts and tree nuts in school food. However, tree nuts are allowed in personal food for consumption by the person who brought it.

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I. Actions for Families

A. Families’ Responsibilities

1. Notify Peregrine School of your child’s allergies
   - Indicate on the Enrollment form that your child has an allergy.

   - Complete Admissions packet
     - Child’s Preadmission Health History – Parent’s Report
     - Identification and Emergency Information
     - Sign Food Allergy Notification Acknowledgment and Release of Liability (FANARL)

   - Allergy forms **Update annually and when new information is acquired**
     - Student Food Allergy and Intolerance Form
     - Food Allergy & Anaphylaxis Emergency Care Plan (ECP)
       - List location of medication on the form

   - Consider obtaining a Medical Alert bracelet, sports band or shoe tag for your child to identify significant allergies or other medical issues.

2. Prior to your child’s first day
   - Meet with Head Teacher, Administrator and if desired, Chef
     - Review forms and instructions with Head Teacher.
     - Confirm emergency contact phone numbers.
     - Email ONE photo of your child to the Head Teacher.
     - Provide properly labelled medications.
     - Provide TWO epinephrine auto-injectors if their use is called for in your child’s ECP.

3. Pack your child’s lunch and snack
   - No peanuts.
   - Tree nuts OK. Label clearly or else we will assume it contains peanuts and will confiscate it.
   - Clearly label your child’s lunch bag/box with his/her name.

4. Promptly update changes
   - Emergency contact information.
   - Your child’s allergy information.
   - Any other changes.
II. Actions for School Staff

Effective management of allergies in schools requires the participation of many people. Some actions are intentionally repeated for different staff positions to ensure that critical actions are addressed. This duplication also reinforces the need for different staff members to work together to manage allergies effectively. All actions are important, but some will have a greater effect than others.

A. ADMINISTRATION’S RESPONSIBILITIES

1. Lead Peregrine’s coordinated approach to managing allergies
   - Coordinate planning and implementation of Peregrine School’s AMPP.
   - Work with staff, parents, and health care professionals.

2. Ensure the daily management of allergies for individual students
   - Ensure the following paperwork is complete and up-to-date:
     - Child’s Preadmission Health History – Parent’s Report
     - Identification and Emergency Information -- ID THIS FORM WITH A RED DOT STICKER
     - Student Food Allergy and Intolerance Form
   - Share information about students with allergies and intolerances with all staff who need to know. Make sure staff are aware of what actions are needed to manage each student’s allergy on a daily basis. Prior to first day:
     - Log allergies in Master Roster sheet.
     - Provide the following to the Head Teacher and Chef:
       - Student Food Allergy and Intolerance form
       - ECP
     - Arrange meeting between family, Head Teacher, Administrator and, if requested, Chef.
   - Obtain Allergy Chart (see p4, II. li. 1.) from each Head Teacher. File in Front Desk Emergency binder.

3. Prepare for and respond to allergy emergencies
   - Ensure that information in the Front Desk Emergency binder is complete and up-to-date.
     - Put a red dot sticker on the Identification and Emergency Information form to indicate the student has an allergy.
     - File ECP behind the Identification and Emergency Information form.
   - Medications
     - Ensure that parents of students with allergies provide TWO epinephrine auto-injectors if their use is called for in the student’s ECP.
       ** Note: The Epipen Jr is for children less than 66 pounds.
     - Ensure that school-wide medications are kept in a secure place. Make sure staff know the location of school-wide medications and can access them quickly and easily.
Replace school-wide medications when expired.

- Ensure that staff plan for the needs of students with allergies during class field trips and during other extracurricular activities. Know what those plans are!

- Coordinate emergency drills.

- After an emergency or allergic reaction:
  - Contact parents immediately after
    - Any suspected allergic reaction.
    - Their child ingests a potential allergen or has contact with a potential allergen, even if an allergic reaction does not occur.
  - If epinephrine is given, contact emergency medical services (EMS), tell them when epinephrine was administered, and have the student transported to an emergency room by ambulance. Contact the parents to tell them the student’s location and condition.
  - Arrange and participate in a debriefing meeting.
    - Review how emergency was handled with the administrator, parents, and staff members involved in the response, EMS responders, and the student to identify ways to prevent future emergencies and improve emergency response.
    - Review data e.g., when and where medication was used (incident reports).
    - Provide feedback on the student’s ECP.
    - Modify policies and practices as needed.

4. Support professional development on allergies for staff
   - Ensure staff receive professional development and training on allergies.
   - Coordinate training with licensed health care professionals.
   - Invite parents of students with allergies to participate in training for staff.

5. Educate students and families about allergies
   - Communicate Peregrine School’s responsibilities, expectations, and practices for managing allergies to all parents through newsletters, and other communique.

6. Create and maintain a safe physical school environment
   - Increase awareness of allergies throughout the program environment.
B. CLASSROOM STAFF RESPONSIBILITIES

1. Contribute to Peregrine’s coordinated approach to managing allergies

Prior to student’s first day:

- **Head Teacher/Allergy Coordinator**
  - Meet with family, Administrator and Chef.
  - Review forms with family. Ensure forms are complete and up-to-date.
  - Inform parents that information about their child’s allergies will be shared with adults who help in the classroom e.g., interns, substitutes, and volunteers.
  - Confirm medications are properly labelled, usage and storage.
    - Obtain TWO epi-pens from parents if its use is called for in the student’s ECP.
    - Record expiration dates of medications.
  - Confirm emergency contact phone numbers. Store in class cell phone.
  - Relay information from the meeting to your team.

- **Classroom team**
  - Create Allergy Chart with photo of student and corresponding allergy **Keep up-to-date**
    - One for display, one for each classroom emergency binder.
    - Email to Administrator.
    - Email to Chef.
  - Ensure all students with allergies have an ECP. Review ECP for each student.
  - File ECP in the emergency binder.
  - Understand the actions needed to manage allergies of students under your supervision.
  - Check your name off after you have reviewed the student’s ECP.

2. Daily management of allergies for individual students

- **Classroom team/Student information**
  - Enforce hand washing.
  - Keep Allergy Chart up-to-date (information and photo). Record the date when it is updated.

- **Food service**
  - Designate an “allergy” table in the eating area. Designate a teacher, and alternates, to sit at the table with the students.
  - Ensure tables and surfaces are cleaned before and after meals with soap and water or all-purpose cleaning products to reduce cross-contact of allergens.
  - No food sharing.
  - Check food and snacks brought from home. If you find a food product that may contain peanuts, place the item in a Ziploc bag and give to the parents at pick-up. Report violation to Administrator.
• Suspected allergies
  □ Refer students with undiagnosed but suspected allergies to parents. Inform parents of the
    signs and symptoms you observed. Follow-up with parents and make the necessary updates.
  □ Immediately contact the Administrator and parents after any suspected allergic reaction.
  □ After Teachers follow-up with parents, they need to follow-up with the Administrator.
  □ If you suspect a severe allergy reaction or anaphylaxis, take immediate action, consistent
    with Peregrine School’s AMPP.

3. Prepare for and respond to allergy emergencies
• Emergency Care Plan (ECP)
  □ Read and regularly review each student’s ECP. Ensure that you are able to respond to an
    allergy emergency and implement their ECP.
  □ File ECPs in the emergency binder (backpack).
  □ Never hesitate to activate a student’s ECP in an emergency.

• Classroom orientation (all adults in classroom)
  □ Classroom orientation must include allergy management
    ➢ Share information and responsibilities e.g., location of meds.
    ➢ Teach how to respond to an allergy emergency.
  □ Designate a person, and alternates, to provide orientation to subs, interns, volunteers.

• Medications
  □ Epi pen
    ➢ Ensure that parents of students with allergies provide TWO epinephrine auto-injectors if
      their use is called for in the student’s ECP.
    ➢ Ensure that epinephrine auto-injectors/medications are kept in a secure place and that
      staff can get to them quickly and easily. Label storage location with a large sign.
    ➢ All staff should know where epi-pens are stored in each classroom.
  □ Designate a person, and alternates, to check expiration dates, location and proper storage of
    medications. Contact parents to replace medication.

• Periodically remind parents to update
  □ Contact information
  □ Allergy information

• Emergency backpack contents
  □ Designate a person, and alternates, responsible for carrying the backpack in the event of an
    emergency.
  □ Emergency Binder Contents
    ➢ Child’s Preadmission Health History – Parent’s Report
    ➢ Emergency Contact Form
    ➢ ECP
Allergy Chart for the respective classroom inside of front cover

- After an emergency or allergic reaction
  - Contact parents immediately after:
    - Any suspected allergic reaction.
    - Their child ingests a potential allergen or has contact with a potential allergen, even if an allergic reaction does not occur.
  - If epinephrine is given, contact emergency medical services (EMS), tell them when epinephrine was administered, and have the student transported to an emergency room by ambulance. Contact the parents to tell them the student’s location and condition.
  - Participate in a debriefing.
    - Review how emergency was handled with the Administrator, school doctor, parents, staff members involved in the response, EMS responders, and the student to identify ways to prevent future emergencies and improve emergency response.
    - Provide feedback on the student’s ECP.
    - Modify policies and practices as needed.
  - Help students transition back to school after an emergency.
  - Address concerns with students who witness a life-threatening allergic reaction.

- Support students with allergies
  - Support and help students who have permission to carry and use their own epinephrine in cases of an allergic reaction.
  - Ensure that the needs of students with allergies are met during class field trips and during other extracurricular activities.
  - Immediately notify the Administrator and families after any suspected allergic reaction.

4. Participate in professional development on allergies
   - Complete FirstAid/CPR training.

5. Educate students and families about allergies
   - Add information about allergies to your curriculum. Teach students how they can prevent allergic reactions. Prohibit discrimination and bullying of kids with allergies.
   - Work to educate parents about the presence and needs of students with allergies in the classroom. Raise awareness and educate the parents of students without food allergies about “food rules” for the classroom.
   - Encourage and assist students to become educated and competent in their own care -- how and when to tell an adult they may be having allergy-related problem; safe and unsafe foods, how to avoid unsafe foods/no food sharing.
   - Find ways for parents of students with allergies to share their knowledge and experience with other parents.
   - Help the administration communicate the policies and practices to prevent allergic reactions to parents through newsletters, and other communiqué.
6. **Create and maintain a safe physical school environment**

- Create classroom rules and practices for dealing with allergies. Tell parents about these rules and practices at the beginning of the school year or when a new student enters your class.
- Enforce hand washing before and after eating.
- Clean surfaces, and food-handling areas with soap and water or all-purpose cleaning products.
- Discourage trading or sharing of food.
- If student develops allergy during academic year, report to administrator and parents.
- Manage allergies on field trips
  - Make sure you know who is delegated and trained to administer epinephrine, that you have quick access to an epinephrine auto-injector, and that you know where the nearest medical facilities are located. If an allergy emergency occurs, activate the student’s ECP and notify the parents.
  - Ensure that communication devices (e.g., cell phones, whistles) work so you can respond quickly during an emergency.
- Promote a positive psychosocial climate in the eating areas
  - Encourage supportive and positive interactions between students.
  - Reinforce the school’s rules against bullying and discrimination.
C. KITCHEN STAFF RESPONSIBILITIES

1. Help with the daily management of food allergies for individuals
   - Prior to the first day of school, and as new students enter, confirm with Head Teachers and Administrator which students have allergies and food intolerances.
   - Be able to ID students with food allergies and intolerances.
   - Obtain Allergy Chart from Head Teachers
     - Display Allergy Chart and
     - Keep a copy in the kitchen binder.
   - File Student Food Allergy and Intolerance forms and ECPs in kitchen binder.
   - Do not serve foods that “may contain” and are “processed in the same facility” as peanuts and tree nuts.

2. Prepare for and respond to food allergy emergencies
   - Make sure that you are able to respond to an allergy emergency and implement an ECP.
   - After each allergy emergency, if applicable, participate in a review of how it was handled with the school administration, parents, staff members involved in the response, EMS responders, and the student to identify ways to prevent future emergencies and improve emergency response.

3. Participate in professional development on allergies
   - Complete FirstAid/CPR training.

4. Create and maintain a safe physical environment
   - Clean floors, eating surfaces, and food-handling areas with soap and water or all-purpose cleaning products.