



Mendham Township Elementary School FOOD ALLERGY GUIDELINES

The Board of Education recognizes pupils may have allergies to certain foods and other substances and may be at risk for anaphylaxis. Anaphylaxis is a sudden, severe, serious, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Anaphylaxis is a serious allergic reaction that may be rapid in onset and may cause death.

- The single most effective way to prevent an allergic or anaphylactic reaction is to avoid the allergen.
- A collaborative partnership between school, families and medical personnel can provide a safe and healthy learning environment.
- In the event of an anaphylactic reaction, the availability of an Emergency Health Care Plan (EHCP) and Epinephrine auto-injectors is essential.
- **PL 1997, C368 (N.J.S.A. 18 A 40-12.5 and 12.6) permits the delegation of another employee of the school district, other than the school nurse, to administer epinephrine via a pre-filled auto-injector to a pupil for anaphylaxis.**
- Hand washing, using soap & water before and after eating, is encouraged. (Purell does NOT remove peanut protein).

Forms: At the beginning of each school year, parents are required to supply:

- Doctor's medication orders, also known as the Emergency Health Care Plan (EHCP).
- Epinephrine auto-injector.

All forms can be found on the district website: (<http://www.mendhamtp.org>)

EHCP form (Doctor's medication orders) are:

- Required to be filled out by the child's MD

To be an acceptable order, the following must be complete and include:

- Doctor's signature and stamp
- Parent signature and contact information
- Delegate permission, yes/no

Lunchroom Seating Preference Form (Appendix A):

- Only needs to be completed once at the beginning of the school year.

Food in the Classroom:

Elementary:

At MTES we value our traditional celebrations and wish to maintain them throughout the year. In order to do this and still provide safety and balance in our school day we have listed the school celebrations that are enjoyed during the year. In addition, at the start of the year, the building principal/school nurse will send a letter to all parents notifying them of our safe food practices and food allergy guidelines. Teachers will also discuss with parents their plans for how they celebrate birthdays in their classroom.

Food refreshments may be served at these celebrations, however **All** food items will be selected from the school's pre-approved master snack list. The list is reviewed and updated by our school nurse.

Teachers will use Sign-Up Genius as a way to organize parent volunteers. Parents of students with food allergies will be notified of the items on the list and may either approve or send in alternate snack items for the celebration. *Please remember that there may be other food allergies and diet needs in the classroom and our nurse will work with individual families as needed to ensure safe food practices.

The following celebrations are scheduled at MTES:

- Classroom Celebrations:

Halloween ~ October (NO CANDY)

Thanksgiving~ November

Holiday ~ December

Valentine's Day ~ February (NO CANDY)

St. Patrick's Day~ March

End of Year ~ June

- Birthday Celebrations will be **FOOD FREE**. Parents are encouraged to select other non-food celebrations such as: wear a special pin or hat, small craft or game, guest reader. Classroom teachers recognize that a child's birthday is special and will celebrate at an appropriate non-instructional time during the day. Teachers will communicate with parents how their class will celebrate birthdays at the onset of the school year.
- Special Grade Level Celebrations: Our school also values the special grade level traditions and special celebrations they have and would like to continue these traditions as safely as possible. All of these special grade level celebrations will follow the same school food allergy guidelines.

- Snack Breaks: Children may bring a snack from home provided it is peanut/tree nut free. Any food that is part of designated snack time must be consumed in the classroom.
STUDENTS ARE NOT PERMITTED TO SHARE SNACKS WITH OTHERS IN ANY CLASSROOM
- All students will receive information on the necessity of proper hand washing AND be allowed time to wash hands before/after eating snack.
- Teachers and other school staff will not give food as a reward for good behavior and/or good work – with the exception of ABA programs or special fundraising events.

Buses:

- Students are **not permitted** to eat/drink/chew gum etc. on school buses.

Lunch Rooms:

At the Elementary School an allergy aware table will be designated in the cafeteria for students with allergies.

- Parents may decide whether they want their child to eat at the table or not and submit their wishes by signing lunchroom seating preference form (appendix A).
- Once the parent requests for the allergy aware table, it will stay in place for each school year, unless the parents submit in writing, that they want their child to join his/her class lunch table.
- Lunch aides will assure that the child is not sitting alone. If that occurs, the child will invite a friend whose lunch will be inspected for any allergens.
- The table will be washed before and after lunch with a separate disposable cloth and cleaner.
- Student Allergy information will be provided to Cafeteria Aides in a binder at the onset of the school year.
- The parent will review the cafeteria menu and refer all ingredient related questions to POMPTONIAN Food Services for clarification.

Alert Poster: ALL classrooms will display an allergy awareness **PEANUT/TREE NUT FREE POSTER** to be posted outside of classrooms.

Epinephrine auto-injectors:

- Epinephrine auto-injectors are located in health offices & cafeteria and are in secured unlocked locations.
- Parents will provide properly labeled medication at the beginning of each school year, after use and upon expiration.
- All medications **MUST** be picked up at the end of the year or they will be discarded (as per state regulation).

Implementation and Communication:

Prior to the start of the school year, the parent/guardian will:

- Submit a completed EHCP/MD order.
- Provide child's medications. All medication must be properly labeled by the pharmacist including the child's full name.

At the beginning of the school year, the school nurse will:

- Provide the classroom teachers and grade level teachers with a list of who in their classroom and grade has an allergy(s).
- Will assure appropriate signage is provided in the building.
- Will maintain a list of all students with food allergies throughout the year.
- All staff will be provided with a yearly in-service on the importance of allergy awareness.
- The nurse will note the presence of all allergic students (working off of her class lists) and provide this information to the building administration, substitute teachers, lunch aides, staff of extracurricular activities before and after school at the beginning of each school year in addition to whenever necessary.
- The nurse will communicate the presence of an allergic child, to all staff as needed.
- Teachers will maintain a clean environment in their classroom by wiping down tables/desks as needed.

Delegates:

- A delegate is an employee of the school district, who has volunteered and been trained by the school nurse to administer an epinephrine via a pre-filled auto injector to a pupil for anaphylaxis when a nurse is not physically present at the scene. (Section 2 of P.L 1997, c.368).
- A completed EHCP, is needed to delegate.
- Delegates are not allowed to administer any other type of medication (i.e. Benadryl or inhalers).
- Delegates will be trained at the start of the school year and throughout as needed.

Field Trips:

- School will attempt to secure substitute nurse, for trips when food will be eaten.
- If nurse is unavailable, the parent will be invited to attend.
- If parent cannot attend, a delegate to administer the Epi-pen will be present.
- A nurse or delegate will accompany your child on any field trips or school-sponsored activity.

Before & After Care Programs (not run by Mendham Township School District):

- Parents are to communicate directly with the Director of the program to review their child's Allergy Health Plan and coordinate safe food practices.
- A delegate, (trained employee, other than nurse) will be present to administer Epinephrine via a pre-filled, auto-injector, in the event of anaphylaxis.
- Epinephrine auto-injectors will be supplied by parents along with orders from the doctor each calendar year.

School Sponsored Extracurricular Activities:

Elementary:

- Any extracurricular school sponsored activity must be approved by the building principal. **ALL** food refreshments must adhere to approved food list. Parents of children with allergies will be informed of items being served and approve or send in alternate snacks.
- A delegate (trained school employee, other than nurse) will be present to administer Epinephrine via a pre-filled, auto-injector, in the event of anaphylaxis.
- Epinephrine auto-injectors will be available in unlocked secure locations throughout the school and/or supplied by parents.

School sponsored activities may include but not limited to:

The Lemon Ball

Festival of the Arts

KDGN/PK Orientation

STEM Expo

New Student Orientation