

DEFINITIONS

In accordance with state guidelines, and for the purposes of these procedures, the following definitions will apply.

Food Intolerance	An unpleasant reaction to a food that, unlike a food allergy, does not involve an immune system response or the release of histamine. Food intolerance is not life-threatening.
Allergen	Any substance, often a protein, that induces an allergy.
Allergic Reaction	An immune-mediated reaction to a protein.
Food Allergy	A food allergy is a potentially serious immune-mediated response that develops after ingesting or coming into contact with specific foods or food additives. A life-threatening allergic reaction to food usually takes place within a few minutes to several hours after exposure to the allergen.
Severe Food Allergy	An allergy that might cause an anaphylactic reaction.
Anaphylactic Reaction	A serious allergic reaction that is rapid in onset and may cause death.
Food Allergy Management Plan (FAMP)	A plan developed and implemented by the District that includes general procedures to limit the risk posed to students with food allergies and specific procedures to address the care of students with a diagnosed food allergy who are at risk for anaphylaxis.
Food Allergy Action Plan (FAAP)	A personalized plan written by a health-care provider that specifies the delivery of accommodations and services needed by a student with a food allergy and actions to be taken in the event of an allergic reaction. (Also known as an Emergency Action Plan (EAP) or Emergency Care Plan (ECP)).
Individualized Health-Care Plan (IHP)	A plan written by a school nurse based on orders written by a health-care provider that details accommodations or nursing services to be provided to a student because of the student's medical condition.

DISTRICT FOOD ALLERGY MANAGEMENT TEAM (DFAMT)

The Superintendent has designated the following individuals to serve as the District Food Allergy Management Team (DFAMT):

- Director of Health & Social Emotional Learning
- District Registered Dietitian Nutritionist and/or Director of Food and Nutrition

- Lead Nurse
- Intervention Services Coordinator
- Director of Transportation
- Director of Maintenance and Operations

Responsibilities

The District Food Allergy Management Team will:

1. Coordinate the development and ensure implementation of the District's FAMP.
2. Be responsible for disseminating applicable District policies, procedures, and the FAMP.
3. Develop, or assist in the development of, food allergy request, notice, and incident report forms, as well as District-approved forms for FAAP/EAPs, and IHPs.
4. Ensure that specific food allergy information is requested from parents and students of the District.
5. Develop and assist in the implementation of proper cleaning protocols for different environments (e.g., classrooms, cafeteria tables, etc.).
6. Pursue ongoing, specialized training in the management of food allergies in the school setting.
7. Ensure specialized training is received by any other employees responsible for development, implementation, and monitoring of the District's FAMP.
8. Provide general food allergy awareness training to employees. [See "Training," below]
9. Develop general strategies for reducing exposure to common food allergens at District facilities and activities. [See "Environmental Controls," below]
10. Coordinate the composition, responsibilities, and procedures of campus food allergy management teams (FAMTs), if applicable.
11. Ensure that employees and other individuals supervising a student with a diagnosed severe food allergy receive training, as necessary, regarding implementation of the student's FAAP/EAP, IHP, Section 504 plan and/or IEP, as applicable,

and on specific strategies to reduce the risk of the student's exposure to the diagnosed allergen.

12. Develop procedures related to student self-administration of allergy medicine, including epinephrine auto-injectors prescribed to a student. [See FFAC]
13. The Lead Nurse will coordinate with the District's record management officer to develop and implement procedures for record retention. [See FD and FL]
14. The Lead Nurse will collect and maintain incident reports after a student's anaphylactic reaction at school or at a school-related activity.
15. Review procedures after an anaphylactic reaction by a student at school or at a school-related activity.
16. Review the FAMP and related District policies and procedures annually, including any recommendations from CFAMTs or school health advisory councils (SHAC).
17. Develop procedures for response to fatal reactions.

**CAMPUS FOOD
ALLERGY
MANAGEMENT TEAMS
(CFAMT)**

A Campus Food Allergy Management Team (CFAMT) will be created at each campus and include, at a minimum, the following individuals:

- Administrator
- Nurse
- Counselor (optional)
- 504 Coordinator
- Custodial Representative

Additional staff may be included when a student requires an individual care plan.

Responsibilities

The CFAMT will engage in the following for each campus:

1. Assist in the development, implementation, and monitoring of the District's FAMP.
2. Be responsible for disseminating applicable District policies, procedures, and the FAMP.
3. Ensure that specific food allergy information is requested from parents and students of the campus. [See FD and the student handbook]

4. Pursue ongoing, specialized training in the management of food allergies in the school setting.
5. Ensure specialized training is received by any other employees responsible for development, implementation, and monitoring of the District's FAMP.
6. Provide general food allergy awareness training to employees. [See "Training", below]
7. Implement general strategies for reducing exposure to common food allergens at campus facilities and activities. [See "Environmental Controls," below]
8. Implement the FAAP/EAP, IHP, Section 504 plans and/or IEP, as applicable, for a student with a diagnosed severe food allergy.
9. Ensure that employees and other individuals on the campus who supervise a student with a diagnosed severe food allergy receive training, as necessary, regarding implementation of the student's FAAP/EAP, IHP, Section 504 plan and/or IEP, as applicable, and on specific strategies to reduce the risk of the student's exposure to the diagnosed allergen.
10. Implement procedures related to a student's self-administration of allergy medicine, including epinephrine auto-injectors prescribed to the student. [See FFAC]
11. Implement procedures for record retention developed by the Lead Nurse and record management officer. [See FD and FL]
12. Review individual care plans and procedures periodically.
13. Review Anaphylaxis Incident Report forms after an anaphylactic reaction by a student at school or at a school-related activity and review plans/procedures for the student.
14. Review the FAMP and related District policies and procedures annually and provide input to the DFAMT.

Implement, if necessary, procedures for response to fatal reactions.

**FOOD ALLERGY
MANAGEMENT PLAN**

**GENERAL
PROCEDURES**

Training

The District's FAMP will include the following components:

On an annual basis, the District will provide specialized training to the employees on the DFAMT and CFAMT.

On an annual basis, the District will provide general food allergy awareness training to all employees that addresses:

1. The FAMP and applicable District policies and procedures;
2. General strategies to reduce the risk of exposure to common food allergens;
3. Signs and symptoms of severe allergic reactions; and
4. Emergency response in the event of an anaphylactic reaction at school or at a school-related activity;

The District will provide general food allergy awareness training to all substitutes during Sub University training.

Environmental
Controls

The District's general procedures to reduce the risk of exposure to common food allergens **AT ALL ELEMENTARY CAMPUSES** will include:

All Elementary
Classrooms

1. Limit the use of food in classroom(s) and other learning environments for instructional purposes, and encourage the use of non-food items for classroom events/activities.
2. No food item will be given to students for consumption, unless otherwise allowed or specified by a student's 504 plan or IEP. If a student needs a snack or an alternative snack during snack time, a teacher or other staff member may provide a snack that is USDA Smart Snack compliant (however, be especially cognizant of any students with food allergies and do not serve them any foods without parent permission). Other exceptions may be made with principal approval.
3. Educate students about proper hand washing times and techniques to reduce the risk of exposure to food allergens.
4. Implement appropriate cleaning protocols approved by DFAMT.

5. Maintain stock epinephrine auto-injectors on the campus and administer them in accordance with law, policy, and regulation (see FFAC (Local) and (Regulation)).

Elementary
Classrooms with
Students Identified
as Having a
“Severe Food
Allergy”

In addition to the general procedures outlined in “Elementary Classrooms” above, the following general procedures will be implemented in classrooms where one or more students have been identified as having a Severe Food Allergy:

1. Identification of the classroom as an allergy sensitive room (e.g., Nut Sensitive Classroom).
2. A letter will be sent to parents of students in the classroom identifying the particular allergen(s) and explaining the required procedures. The letter shall not identify the student or students who are diagnosed with the Severe Food Allergy. [See the **Notification Letter** template.]
3. Signs identifying the classroom as allergy sensitive will be posted outside the classroom door.
4. Students will not be allowed to eat a snack in the classroom with the identified allergen included as an ingredient. In unique circumstances, with principal approval, a student may be allowed to eat a snack with the identified allergen in an alternative location.
5. Teachers and/or staff assigned to the classroom will monitor snacks brought in by students for the identified allergen. When possible, snack items should be in the original packaging, except for fresh fruits and vegetables. For bulk snack items, listed ingredients must be submitted to the classroom teacher or other staff for review. If a snack contains an identified allergen in the listed ingredients, the snack will be placed in the student’s lunchbox or backpack and will not be allowed to be consumed in the classroom.
6. Students will be encouraged to wash their hands with soap and water or use hand wipes after snack time.
7. Lunchboxes will be kept outside of the classroom.
8. Teachers and/or staff assigned to the classroom will be trained in the use of epinephrine auto-injectors.

9. Substitute teachers will be alerted to the presence of any students with food allergies and the necessary precautions and procedures.
- Elementary Cafeterias
1. All food offered by Lake Travis ISD Food and Nutrition contain no nut ingredients.
 2. Designation of a “Nut Sensitive Zone” at the end of each cafeteria table. (Other identified severe food allergens may require a specially designated area, if specified in a student’s 504 plan or IEP).
 3. Site-based food service managers will follow food allergy alert protocol and special diet for students.
 4. All students will be encouraged to wash their hands with soap and water or use hand wipes before and after eating lunch.
 5. Students will be discouraged from sharing or trading food and snack items, drinks, straws, or utensils.
 6. Lunch monitors/volunteers will not provide any students with food.
 7. Custodial department will clean tables per protocol developed by the DFAMT after each class eats lunch.
 8. Educational signs/posters placed in the cafeteria.
 9. Reasonable meal accommodations will be made for students who have a (1) medical disability that restricts his/her diet and (2) the disability is supported by a medical statement signed by an MD, DO, NP, or APRN. For More information related to special dietary needs, see “Special Dietary Needs” on the Food and Nutrition website located at www.ltsidschools.org/foodallergy.
- Elementary Common Areas
- Common areas include shared instructional spaces such as the library, computer labs, arts rooms, science rooms, gyms, etc.
1. If a campus has a student with a documented Severe Food Allergy, the common areas will follow the same general procedures outlined above, to the extent necessary and appropriate.
- If an adult-only event is held in a common area, the allergy protocols do not have to be followed. However, the principal is responsible for coordinating with the custodians and ensuring

Elementary Classroom Parties	that the common area is cleaned subsequent to the event according to cleaning protocols approved by the DFAMT.
	<p>Elementary classrooms are allowed up to 6 exemption days per school year where USDA Smart Snacks in Schools Guidelines do not have to be followed. Elementary campuses will designate these exemption days (e.g., winter party, end-of-year party, etc.). On these days, the following general procedures will be implemented in classrooms where one or more students have been identified as having a Severe Food Allergy:</p> <ol style="list-style-type: none">1. Food brought into the classroom must be store-bought or purchased from LTISD Food & Nutrition Services. Other than fruits and vegetables, food must be delivered to the classroom in the original packaging.2. Teachers and/or staff assigned to the classroom will monitor the food brought in by students/parents for the identified allergen. Students/parents will not be allowed to bring in food with the identified allergen listed as an ingredient.
Elementary Birthday Celebrations	<p>Birthdays will no longer be celebrated in the classroom with food. On a student's birthday, the student will receive a birthday coupon for a treat intended to be redeemed in the cafeteria. Parents, grandparents and family members are welcome to join their child for lunch. For students whose birthdays occur on a non-instructional day, they will receive/redeem their coupon on another instructional day.</p>
Elementary Field Trips or School- Sponsored Events	<p>When a student(s) identified as having a Severe Food Allergy is attending a field trip or other school-sponsored event, the following protocols should be followed:</p> <ol style="list-style-type: none">1. Teachers should evaluate scheduled field trips or other school-sponsored activities as early as possible and collaborate with the necessary staff to determine whether the location is appropriate and identify appropriate accommodations that allow the student(s) to participate. In particular, careful planning and attention should be given when a field trip is scheduled to attend a food-based location (e.g., lunch at a restaurant or trip to a food production facility).2. Teachers and/or administration shall ensure that an individual properly trained in emergency administration of medications also attends the event.

	<ol style="list-style-type: none">3. Teachers should follow the same protocols for lunch and snack as is used in the classroom and cafeteria on their campus, when possible. After eating, students should be encouraged to wash hands or use hand wipes.4. Bus drivers will be trained annually on the administration of epinephrine auto-injectors.
Elementary Bus Transportation	<p>When student(s) identified as having a Severe Food Allergy are being transported to and from school or school-sponsored activities, the following protocols should be followed:</p> <ol style="list-style-type: none">1. To the extent possible, food should not be consumed on the bus. Exceptions can be made for long trips and emergency situations.2. Advise the bus driver of a student's allergy and individual needs.3. Consider assigned bus seating (i.e., students with food allergies can sit at front of the bus or can be paired with a "bus buddy").4. Bus drivers will be trained annually on the administration of epinephrine auto-injectors.
Elementary Extended Care, Enrichment Programs, and Summer Camp Programs	<p>Community Programs staff shall comply with the following for its Extended Care, Enrichment, and Summer Camp Programs if a student in attendance is identified as having a Severe Food Allergy:</p> <ol style="list-style-type: none">1. Collaboration with campus staff to identify needs of students with a Severe Food Allergy.2. Snacks will be consumed in the cafeteria or in another designated area as needed. Exceptions to this will be made for enrichment cooking classes or other extenuating circumstances with approval by the site supervisor.3. Snacks provided by Community Programs will not contain any nut ingredients.4. Designation of a "Nut Sensitive Zone" at the end of each cafeteria table, if necessary. (Other identified food allergens may require a specially designated area as well, if specified in a student's 504 plan or IEP).

5. Students will be encouraged to wash their hands or use hand wipes upon completion of eating their snack.
6. Students will be discouraged from sharing or trading food and snack items, drinks, straws, or utensils.
7. Custodial department will clean tables or other designated space per protocol developed by the DFAMT after all students are done eating snack.
8. Community Programs staff will be trained annually on the administration of epinephrine auto-injectors.

Elementary Food
Events During
School Hours

Principals, in collaboration with school nurses, are responsible for communicating the Severe Food Allergies that exist on their campus and the procedures in this Regulation to any organization (e.g., PTO/PTA, Booster Clubs, etc.) that brings food for student events during the school day. The decisions about what types of food will be served should be communicated to parents.

Elementary Food
Events Outside of
School Hours

For District-related events (*i.e.*, curricular or extracurricular) that occur after school hours or events sponsored by school-related entities (such as booster clubs, PTO/PTAs), the follow protocols will be followed:

1. Organizers of the event should collaborate with campus administration and/or staff to evaluate the event and the specific Severe Food Allergies at that campus.
2. Organizers of the event shall not use food items containing nuts as a prize or reward, and should limit the use of food as prizes or rewards all together.
3. When a food vendor is used for an event, the organizer of the event will inform parents of the vendor(s) at least 1 week prior to the event, so that parents will have an opportunity to review relevant ingredient lists.
4. When possible, a specific area should be designated for the consumption of food and signs posted requesting that food not be consumed outside of the designated area.
5. Hand washing and/or hand wipes should be made available, when practicable.

6. Other accommodations should be considered based on individual student needs in order to provide an equal opportunity for participation.

All other individual accommodations a student with a Severe Food Allergy needs should be addressed through an IHP, 504 plan, or IEP. [See STUDENTS AT RISK FOR ANAPHYLAXIS, below]

Secondary Campuses

Secondary students are generally able to monitor their own health needs and carry and self-administer the medications prescribed for anaphylaxis. The District also believes it is appropriate to encourage and teach secondary students the importance of self-advocacy and self-regulation related to their food allergy needs.

Environmental
Controls

The District's general procedures to reduce the risk of exposure to common food allergens **AT ALL SECONDARY CAMPUSES** will include:

All Secondary
Classrooms

1. Limit the use of food for consumption in classroom(s) and other learning environments for instructional purposes, and encourage the use of non-food items for classroom events/activities.
2. Implement appropriate cleaning protocols approved by DFAMT.
3. Maintain stock epinephrine auto-injectors on the campus and administer them in accordance with law, policy, and regulation (see FFAC (Legal), (Local) and (Regulation)).

Secondary
Cafeterias

1. Site-based food service managers will follow food allergy alert protocol and special diet for students.
2. Students will be discouraged from sharing or trading food and snack items, drinks, straws, or utensils.
3. All students will be encouraged to wash their hands with soap and water or use hand wipes before and after eating lunch.
4. Lunch monitors/volunteers will not provide any students with food.
5. Custodial department will clean tables per protocol developed by the DFAMT after each group eats lunch.
6. Reasonable meal accommodations will be made for students who have a (1) medical disability that restricts his/her diet and (2) the disability is supported by a medical statement signed by an MD, DO, NP, or APRN. For More information related to special dietary needs, see "Special Dietary Needs" on the Food

and Nutrition website located at www.ltidschools.org/foodallergy.

Secondary Field
Trips or School-
Sponsored Events

When a student(s) identified as having a Severe Food Allergy is attending a field trip or other school-sponsored event, the following protocols should be followed:

1. Teachers or sponsors should evaluate scheduled field trips or other school-sponsored activities as early as possible and collaborate with the school nurse and other necessary staff to determine whether the location is appropriate and identify appropriate accommodations that allow the student(s) to participate. In particular, careful planning and attention should be given when a field trip is scheduled to attend a food-based location (e.g., lunch at a restaurant or trip to a food production facility).
2. After eating, students should be encouraged to wash hands with soap and water or use hand wipes.
3. Teachers and/or administration shall ensure that an individual properly trained in emergency administration of medications also attends the trip or event.
4. Bus drivers will be trained annually on the administration of epinephrine auto-injectors.

Secondary Bus
Transportation

When student(s) identified as having a Severe Food Allergy are being transported to and from school or school-sponsored activities, the following protocols should be followed:

1. To the extent possible, food should not be consumed on the bus. Exceptions can be made for long trips and emergency situations.
2. Advise the transportation department and bus driver of a student's allergy and individual needs.
3. Bus drivers will be trained annually on the administration of epinephrine auto-injectors.

All other individual accommodations a student with a Severe Food Allergy needs should be addressed through an IHP, 504 plan, or IEP. [See STUDENTS AT RISK FOR ANAPHYLAXIS, below]

REVIEW

The FAMP and related District policies will be reviewed at least annually by the DFAMT.

**INFORMATION
REQUEST**

The District will use the following method for requesting specific allergy information from the parent of a student with a diagnosed food allergy [see FD]:

1. All new students will be provided the **Student Health History Form** with specific questions targeting food allergies and life threatening allergies. The campus registrar is responsible for reviewing the information provided on the form and for providing a copy of the form to the campus nurse for any student identified as having a life threatening food allergy or that needs an epi-pen.
2. All returning students will be required to verify their **Student Health History Form** online and indicate whether the information is the same or whether it needs updated with any new information. The campus nurse will be notified of any changes to this form and will determine whether the student is identified as a having a life threatening food allergy or needs an epi-pen.

**STUDENTS AT RISK
FOR ANAPHYLAXIS**

Identification

When a student is first identified as having a Severe Food Allergy, and on an annual basis thereafter, the campus nurse will send to the parent a **Letter Requesting Additional Documentation For Students Identified As Having A Severe Food Allergy** requesting that the parent provide the following documents to be completed by the parent and/or an MD, DO, NP, or APRN:

1. **Food Allergy & Anaphylaxis Emergency Care Plan** ("FARE") form;
2. **LTISD Food and Nutrition Services Food Allergy/Intolerance Notification** ("FANS") form (*Not required to be updated annually; only required if changes to allergies have been identified);
3. **Self-Carry/Administration of Medication Authorization**, if applicable;
4. **Request for Medication Administration**, if applicable;
5. **Release/Consent to Request Medical Information**; and
6. Any additional information or documentation regarding the signs and symptoms of an anaphylactic reaction that the student might experience.

Additional Steps

Upon receipt of the above-listed forms for a student, the following actions shall occur:

1. The campus nurse emails an electronic copy of the FANS form to the FANS department.
 - a. The FANS department inputs the information into the point-of-sale system.
 - b. The FANS department saves the document in a shared FANS / Nurse drive.
 - c. The FANS department will follow up with the student's doctor or parent for additional information, if necessary.
2. The campus nurse provides a copy of the FARE form to the appropriate school officials with a legitimate educational interest in the information (e.g., teachers, aides, field trip organizers, transportation personnel, other staff assigned to the student, etc.). The campus nurse will answer any questions and provide necessary training for a student's unique needs. The campus nurse fills out the **Emergency Health Care Plan Review** receipt with which to identify staff who have been updated on that student's needs.
3. The campus nurse keeps a copy of the FARE form and Emergency Health Care Plan Review receipt in his/her Emergency Action Plan binder located in the nurse's office.

Post-Identification

The campus nurse will use documents completed by the parent and an MD, DO, NP, or APRN to develop an IHP for the student, if more guidance than provided on the FAMP is necessary. The campus nurse will collaborate with parents to gather additional information as needed.

This process may also be done through a Section 504 committee or ARD committee, as applicable and appropriate. See "Eligibility for Accommodations Under Federal Law," below.

Eligibility For
Accommodations
Under Federal Law

Upon receipt of the identification information above, the campus nurse will review the student's information and complete the **IHP Guidance for §504 Consideration** form.

Based on this review, if a student is in need of a referral for a §504 evaluation, a Section 504 committee will convene to determine if accommodations, including substitutions and other school support services, are necessary for the student to receive a free appropriate public education (FAPE) under Section 504 of the Rehabilitation Act. If the committee determines that the student needs these

accommodations to participate successfully and safely in the learning environment, the committee will develop a Section 504 plan. [Also see FB]

Additionally, a student with a disability who is thought to be in need of special education and related services shall be referred for formal evaluation in accordance with law. [See EHBA(LEGAL)]

To the extent that the use of epinephrine for a food allergy is not a required service or support addressed in a student's Section 504 plan or individualized education program (IEP), a FAAP/EAP, or IHP does not constitute a service or accommodation under Section 504 or the Individuals with Disabilities Education Act (IDEA).

Review	Individual care plans and procedures will be reviewed periodically and after a student's anaphylactic reaction at school or at a school-related activity.
After an Anaphylactic Reaction	If a student experiences an anaphylactic reaction at school or at a school-related activity, the school nurse or athletic trainer will submit the Anaphylaxis Incident Report form to the campus principal within 2 school days.
Response	<p>After a student's anaphylactic reaction, the Campus Food Allergy Management Team, Section 504 committee, or ARD committee, as applicable, will:</p> <ol style="list-style-type: none">1. Review the Anaphylaxis Incident Report Form.2. Review the student's FAAP/EAP, IHP, Section 504 Plan, and/or IEP, as applicable, to address any changes needed or made by the student's healthcare provider.3. If an epinephrine auto-injector was used during the reaction, the campus nurse will remind the parent/guardian to obtain a replacement for the school.4. If a stock epinephrine auto-injector was used during the reaction, the campus nurse and District Epinephrine Coordinator will submit the required reports. [See FFAC (LOCAL) and (REGULATION)]5. If the allergic reaction is thought to be from food provided by the school food service, work with the school food service de-

partment to ascertain what potential food item was served/consumed and how to reduce risk in the cafeteria by reviewing food labels, minimizing cross-contamination, and other strategies.

**STUDENT HEALTH
PLANS FOR OTHER
MEDICAL CONDITIONS**

If required for the student to remain in the school setting, an IHP will be implemented.

If applicable, a student's IHP must be coordinated with his or her Section 504 plan.

FORMS:

Notification Letter for Classroom of Student with Severe Food Allergy

Student Health History

Letter Requesting Additional Documentation For Students Identified As Having A Severe Food Allergy

Food Allergy & Anaphylaxis Emergency Care Plan (FARE Plan)

LTISD Food and Nutrition Services Allergy/Intolerance Notification

Self-Carry/Administration of Medication Authorization

Request for Medication Administration

Release/Consent to Request Medical Information

Food Allergy Action Plan (a.k.a. Emergency Action Plan Review)

IHP Guidance for §504 Consideration

Anaphylaxis Incident Report