

CPS FOOD ALLERGY MANAGEMENT REFERENCE SHEET

CPS FOOD ALLERGY MANAGEMENT POLICY

Chronic disease impacts about 25% of CPS students. Although it impacts a large number of students, food allergy remains one of the most underreported chronic conditions in the school district.

FOOD ALLERGY MANAGEMENT POLICY BASICS

- » Adopted in January 2011
- » Applies to all Chicago Public Schools, regardless of enrollment of students with food allergies
- » Created to prevent and manage life-threatening allergic reactions during school and related activities and to establish training requirements for school staff
- » Covers food allergies and life-threatening allergies to insect venom/stings, medication, and latex

ACCESSING THE POLICY

- » The Food Allergy Management Policy, as well as all other CPS policies, can be found on the CPS Policy Handbook Website:
- » <http://policy.cps.k12.il.us/Policies.aspx>

HOW IS THIS POLICY IMPLEMENTED AND TRACKED AT THE SCHOOL LEVEL?

- » The Principal and Assistant Principal are responsible for distributing the policy to all relevant school staff and implementing the policy.
- » Principals are encouraged to meet with their nurses to create a plan for policy implementation and compliance.
- » The CPS Office of Student Health & Wellness works with Clinical and Related Services, school administrator, and community partners to track training requirement compliance at individual schools.

HOW DO YOU NOTIFY THE SCHOOL ABOUT A STUDENT'S FOOD ALLERGY?

- » Fill out the Student Medical Information Form (SMI) sent out at the beginning of the school year.
- » Obtain physician verification of the student's food allergy diagnosis and return all required forms to the school nurse.
- » Meet with the school nurse and case manager to set up an Emergency Action Plan or a Section 504 Plan for the student.
- » Maintain an open line of communication with the school about the student's needs and any change in his/her food allergies.



WHAT ARE THE REQUIRED FORMS?

- » Student Medical Information Form (SMI)
- » Consent to Exchange Information and Medical Records
- » Physician Verification of Chronic Condition
- » Parent/Guardian Request for Administration (or Self-Administration) of Medication*
- » School Nurse or Case Manager can provide the forms.

**Depends on reason for medication use, 504 Plan accommodations, and/or ability of the student to self-administer.*

CAN A STUDENT SELF-MANAGE HIS/HER FOOD ALLERGY?

CPS students are allowed to carry and self-administer their allergy medication (antihistamine/epinephrine) as long as the following documentation is on file with the school:

- » Parent/Guardian Request for Self-Administration of Allergy Medication Form
- » Copy of the medication prescription and the medication's original box/container

DOES A STUDENT WITH FOOD ALLERGY NEED AN EMERGENCY ACTION PLAN OR A SECTION 504 PLAN?

- » An Emergency Action Plan is required for all students with allergies severe enough to cause a life-threatening reaction.
- » A 504 Plan must be offered to all students with allergies. Parents/Caregivers are strongly encouraged to set up a 504 Plan for their child.
- » Opting out of a 504 Plan does not deny the student the ability to carry or self-administer his/her allergy medication.

IF A STUDENT WITH FOOD ALLERGY DOESN'T HAVE A DISABILITY, DOES HE/SHE STILL NEED A 504 PLAN?

- » Creating a 504 Plan does not mean that the student has a learning, behavioral, mental, or physical disability.
- » However, chronic health conditions that may impact learning, such as asthma, allergies, and/or diabetes, are covered under Section 504 of the Americans with Disabilities Act.
- » Having a 504 Plan on file will legally protect the student from any discrimination based on his/her condition and will provide your child with any necessary accommodations such as designated lunch tables and allergen-free classrooms.

WHAT IF A STUDENT HAS AN ALLERGIC REACTION BUT HAS NO PLAN ON FILE?

- » If a parent/caregiver does not establish a plan for the student, a simple Emergency Action Plan (EAP) will be implemented by the school.
- » The EAP states that 911 must be called immediately upon recognition of severe allergy/anaphylactic symptoms.

ARE SCHOOL PERSONNEL ABLE TO HELP A STUDENT MANAGE HIS/HER FOOD ALLERGY?

- » Every 2 years, all school staff must be trained in the management and prevention of allergic reactions as well as administration of medication with an epinephrine auto-injector (EpiPen).
- » Parents can facilitate their children getting the proper in-school care by providing all necessary medication and documentation, particularly a detailed Emergency Action Plan or Section 504 Plan.

WHAT IS THE SCHOOL'S EMERGENCY RESPONSE?

- » Schools should follow the steps outlined by the Emergency Action Plan and/or 504 Plan when a student is having an allergic reaction/anaphylaxis.
- » If epinephrine* is administered, 911 will be called immediately – Parents will be called after 911.
- » If epinephrine is needed but unavailable, 911 will be called immediately – Parents will be called after 911.

**Epinephrine, commonly known as adrenaline, is the active ingredient in epinephrine auto-injectors and activates the body's fight or flight response in life-threatening situations.*

TIPS FOR PARENTS:

- » Fill out all the forms sent home by the school/school nurse.
- » Meet with the school administrators, the school nurse, and your child's primary teacher (if applicable) to ensure they are aware of your child's condition and any special accommodations that are needed.
- » Work with the school and your medical provider to set up an appropriate action plan for your child.
- » Be proactive! Learn your child's rights and the school's responsibilities, and stay on top of it.

NEED MORE INFORMATION?

Please contact the Office of Student Health and Wellness at oshw@cps.edu