

LIFE THREATENING MEDICAL CONDITION AND ALLERGY (LTMCA) GUIDELINES

General Statement

As part of its diverse population, the school's community includes students, families, staff and other persons with life-threatening medical conditions and /or allergies (LTMCA). The school has studied how to best accommodate the needs of persons with LTMCA's. The school cannot guarantee a 100% nut-free, allergen-free or LTMCA trigger free environment. Instead it has developed a policy of cooperative community behavior and education that will require the entire school community to work together to help mitigate the risks posed by LTMCA triggers, as follows:

Parent/Family Responsibilities

- Notify The School of any student LTMCA's.
- Review the School's LTMCA Guidelines with their student – regardless of whether the student has any LTMCA's.
- Work with a school team to develop a reasonable plan that accommodates the child's needs throughout the school including the classroom, lunchroom, after-school program, school-sponsored activities, as well as an LTMCA Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the LTMCA Action Plan.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of her/his LTMCA including:
 - ✓ Safe and unsafe foods
 - ✓ Strategies for avoiding exposure to unsafe foods/allergens or other LTMCA triggering events
 - ✓ Symptoms of an LTMCA reaction
 - ✓ How and when to tell an adult she/he may be having an LTMCA-related problem
 - ✓ How to read food labels (age appropriate)
- Review policies/procedures with the School's administration, the child's physician, and the child (if age appropriate) after reaction has occurred.
- Provide and keep current complete and accurate emergency contact information.

School's Responsibilities

- Review health records submitted by parents/families and physicians.
- Establish a team (including the student's classroom teacher and at least one administrator) to work with the family to establish a LTMCA Action Plan. The head of the division will be notified of each LTMCA Action Plan.
- Train staff that work with the student on a regular basis to recognize symptoms and know what to do in an emergency.
- Store relevant medications in an easily accessible location. Note that The School requires parents and families manage all periodic updates of any prescription medication through the students' physicians.
- Allow LTMCA students to carry their own epinephrine pens, diabetes medication, asthma related inhaled medications and other similar LTMCA medications, if age appropriate, upon receipt of the written approval of their physicians.

School Guidelines

- Classroom teachers and support staff will receive written information concerning each student's LTMCA and LTMCA Action Plan, if necessary. The School will provide training in how to recognize an LTMCA reaction and in the use of an epinephrine pen.
- If a student has a LTMCA food allergy, the student will be permitted to eat only what the parent provides from home, unless the parent has made other provisions directly with The School. The School will work with the parent to help the child feel included and safe.
- **Given the prevalence of nut allergies at The School,**
 - **Nuts and any foods or other products containing nuts are banned from all Preschool and Elementary School classrooms and from inclusion on any field or other trips for Preschool or Elementary School classes (this includes any snacks or treats for these classes).**
 - **Everyone is strongly discouraged from including nuts and any foods or other products containing nuts from school events.**
 - **Middle School students (who must bring their lunch to school 5 days a week) may include nuts in their lunch but only if they:**
 - **Keep that lunch in their locker until it is consumed;**
 - **Only consume the lunch at the designated "Nut Zone;"**
 - **Properly dispose of all packaging and then properly clean the consumption area and then their hands after consumption of any nuts or products containing nuts.**

To adequately follow this policy, all ingredient labels must be examined for nuts, and for wording such as "may contain traces of nuts," and "processed on equipment that handles nuts."

- Students are not permitted to share lunch or snack food with one another in the lunchroom, classroom, or while on school sponsored trips.
- If a child has a serious food allergy to an allergen other than nuts (for example, milk, eggs, poppy seeds, etc.) that poses a risk of allergic reaction through touching or smelling the food allergen, the classroom teacher will ask her/his students and parents to avoid bringing that known food allergen into the classroom in the form of the snacks and/or the lunches of the children in that classroom.
- If a snack, treat, concession, or lunch is brought in to the school that does not follow these guidelines, it will not be consumed. An acceptable replacement will be provided for the child/children and the food allergens will be disposed of or sent home as appropriate.
- Despite these guidelines, The School cannot claim that any area on its campus is nut-free or allergen-free because these allergens may "find their way" into any classroom or other location on campus — even with the best of intentions by The School community.

Student Responsibilities

- All students shall review these guidelines with their parents/families and agree to abide by them.
- All students should not trade food with others.
- Students with LTMCA's should not eat food with unknown ingredients or known to contain any allergen.
- Students with LTMCA's should be proactive in the care and management of their allergies and reactions to food allergens based on their developmental level.

- Students should notify an adult immediately if they eat something they believe may contain the food to which they are allergic, or if they are exposed to anything that they believe may cause a LTMCA reaction.

CAUTION - The School will provide its staff with training in basic first aid and emergency response procedures. BUT The School does not employ a staff nurse and its adult employees and representatives, including parent volunteers ("School Agents"), are not medical professionals. Parents and families requiring a higher level of medical and emergency care for their children will need to individually provide that care. All actions taken by School Agents under these guidelines will be subject to any general consent to medical treatment and release of liability policies enacted by The School.