

Allergy Management Procedure

Socrates Academy is committed to providing a safe and nurturing environment for students, and understands the increasing prevalence of life threatening allergies among school populations. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, Socrates Academy is committed to working in cooperation with parents, students, and medical personnel to minimize risks and provide a safe educational environment for all students.

The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

The goals for allergy management include:

1. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening allergies across all transitions (K-8).
2. To maintain the health and protect the safety of children who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
3. To ensure that interventions and individual health care plans for students with life-threatening allergies are based on medically accurate information and evidence-based practices.

In accordance with applicable law, it is the policy of the Academy to provide all students, through necessary accommodations where required, the opportunity to participate in all school programs and activities. Accordingly, the Board of Directors and School Leadership Team shall direct all personnel to act affirmatively and work closely with parents to assure that the needs of children with documented allergies are taken into consideration in planning for Socrates Academy programs. The School Leadership Team, EC Director, and 504 Coordinator will work collaboratively to ensure the Academy's management plan is reviewed and updated annually.

Life-Threatening Allergy Guidelines

BACKGROUND

Allergic food reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is **anaphylaxis**. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure. Foods that most commonly cause anaphylaxis, a life threatening allergic reaction, are peanuts, tree nuts, shellfish, milk, wheat, soy, fish, and eggs. These severe allergic reactions can occur within minutes of ingestion or a reaction can be delayed for up to two hours. Some reactions are “biphasic” in nature with an initial period of symptoms, a symptom free period of 2-3 hours followed by severe shock-like symptoms. At present there is no cure for food allergies and strict avoidance is the key to preventing reactions. Exposure may occur by eating the food or food contact.

This protocol is to be used for students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergic response occurs. When a physician assesses that a child’s food allergy will result in anaphylaxis, the child’s condition meets the definition of “disability” and is covered under the Federal Americans with Disability Act (ADA), Section 504 of the Rehabilitation Act of 1973, if the allergy management affects the student’s ability to make educational progress.

Socrates Academy has stock epinephrine in the yellow, plastic EpiPen and EpiPen Jr. box mounted to the wall in the Couchell Building nurse’s office. The epinephrine will be used in emergencies for students with unknown allergies who develop an anaphylactic response and for those students with known allergies when on rare occasions their personal emergency medication is found to be flawed.

MEDICATIONS

The most commonly prescribed medications for the treatment of anaphylaxis are:

Epinephrine – Brand names include, but are not limited to EpiPen®, EpiPen Jr®, Twinject® autoinjectors. Parents usually bring epinephrine to school in the form of an EpiPen® (0.3 mg), EpiPen Jr® (0.15 mg) or Twinject® (0.3 mg or 0.15 mg) auto injectors.

Note: The EpiPen® is a single dose auto-injector, while the Twinject® contains two doses of epinephrine – the first dose in an auto-injector and the second dose in the form of a traditional injection.

CARE PLAN CONSIDERATIONS/OPTIONS

There are a variety of student accommodation and care plans that are appropriate to use for students in our schools that experience health conditions that may impact a student’s school day and academic program. The plans that are most often seen are:

- **Emergency (Allergy) Action Plan** – a plan completed by the student’s parent and physician. Designed for use by school personnel and medical first responders, an Emergency Action Plan outlines the care that a student could need in an emergency situation and is used as a guide to respond to a student who is experiencing a potentially critical situation.
- **Section 504 Plan**- The intent of Section 504 of the Rehabilitation Act of 1973 is to provide students with disabilities equal access to educational programs, services, and activities. Students with disabilities may not be denied participation in school programs and activities solely on the basis of disability. There are substantial differences in legal interpretations and practices regarding Section 504, its definition of a qualified person with a disability, and the eligibility of students with life-threatening food allergies. Since the law provides that a team of knowledgeable persons must make eligibility determinations on a case-by-case basis, these guidelines cannot provide specific guidance on eligibility. Nevertheless, schools have an obligation to provide **reasonably safe** environments for all

students. Whether students with life-threatening food allergies are identified under Section 504 as disabled individuals or not, Socrates Academy will provide these students with an Emergency Action Plan to address their health and safety needs.

Responsibilities of the Parent/Guardian of an Anaphylactic Student

Each parent/guardian of their child with a Life-Threatening Allergy shall have the following expectations:

1. ***Teach your child to:***

- a. Recognize the first symptoms of a food allergic/anaphylactic reaction.
- b. Communicate with school staff as soon as he/she feels a reaction is starting.
- c. Carry his/her own epinephrine auto-injector when appropriate.
- d. Not share snacks, lunches, drinks or utensils.
- e. Understand the importance of hand washing before and after eating.
- f. Report teasing and/or bullying that may relate to the child's disability.

2. ***Take responsibility for his/her own safety.***

As children get older, teach them to:

- a. Encourage self-advocacy of the seriousness of the allergy to adults and peers.
- b. Communicate symptoms as soon as they appear to the teacher/teacher designee
- c. Encourage education on label reading and ingredient safety.
- d. Administer his/her own epinephrine auto-injector and be able to train others in its use.
- e. Develop awareness of their environments, including allergy-controlled zones and to practice age appropriate behavior regarding health and safety.

3. ***Inform your child's teacher, and the Emergency Action Plan Coordinator of your child's allergies prior to the opening of school (or as soon as possible after diagnosis)***

All food allergies must be verified by documentation from physician or physician's designee.

4. Work with the school team collaboratively to develop the Emergency Action Plan. Medical information from the child's treating physician must be provided as needed to write the plan.

5. The Plan should promote increasing age-appropriate independence (ages 8 -18) as the student grows and matures. In determining age-appropriate independence, the student's level of autonomy and their ability to function autonomously is considered.

6. Complete and submit all required medication forms. Please note that an "Authorization for Medication" form must be completed by the prescribing physician for EACH medication to be delivered by school personnel during the school day.

7. Sign release for school personnel to consult with family physician/allergist and all medical providers.

8. Provide the school with current contact information and maintain updated emergency contact numbers and medical information (To be reviewed annually in conjunction with completion of Emergency Action Plan).

9. Provide the Emergency Action Plan Coordinator with up-to-date emergency medications (including Epinephrine) so they can be placed in all required locations for the current school year. Medications will comply with the school's medication policy of proper labeling and expiration.

10. To consider providing a medical alert bracelet for your child. Nationally accepted bracelets

may be found at: Medic Alert, 1-800-432-5378; 2323 Colorado Avenue, Turlock, CA 95382;
www.medicalalert.org

11. To complete ALL appropriate school forms.
12. Provide Epinephrine and all other emergency rescue medications on field trips.
14. To go on your student's field trips if possible and if requested.
15. To provide "safe snacks" for your student's classroom so there is always something your child can choose from during an unplanned special event.
16. Encourage child to wash hands before and after handling food.
17. Encourage child to identify the Allergy-Controlled Zone in the lunchroom, and consume food (when appropriate) in this area.
18. Encourage child to ask for allergen-free items in special area classes (i.e. allergen-free keyboards, wipes for art materials and PE equipment, etc).
19. Inform the school of any changes in the child's life-threatening food allergy status.
20. Provide the school with a physician's statement if the student no longer has food allergies.

EXPECTATIONS OF STUDENT

Each student with a Life-Threatening Allergy shall be expected for the following:

1. To develop a relationship with a trusted adult in the school to assist in identifying issues related to the management of the food allergy in the school.
(Trusted adults are people who respect your feelings will listen and help work out a solution to any problem you may have. Trusted adults will provide guidance and support).
2. Use proper hand washing before and after eating and throughout the school day.
3. To avoid sharing or trading of foods or eating utensils with others. Take responsibility for avoiding food allergens.
4. To not eat anything with unknown ingredients or known to contain any allergen.
5. To avoid putting anything in mouth such as writing utensils, fingers, or other foreign object.
6. To be proactive in the care and management of their food allergies and reactions based on their developmental level. Learn to recognize personal symptoms.
7. To notify an adult immediately if they eat OR have been exposed to something they believe may contain the food to which they are allergic.
8. To notify an adult if they are being picked on or threatened by other students as it relates to their food allergy.
9. To keep emergency epinephrine with the student, with the supervising teacher, or in the classroom. If the student is authorized to carry the emergency medication with them at all times, he/she will have on file the Epinephrine/Twinject Medication Self-Administration Form.
10. To develop an awareness of their environment, Allergy-Controlled Zones, and allergen-free materials.
11. Should know the overall contents of their Emergency Action Plan and understand the responsibilities of the plan.
12. To develop greater independence to keep themselves safe from anaphylactic reactions.

RESPONSIBILITIES OF SCHOOL LEADERSHIP TEAM

Socrates Academy School Leadership Team shall ensure the following:

1. Follow all applicable federal laws, including ADA, Section 504, and FERPA, as well as all state laws and Academy policies/guidelines that may apply.
 2. Will make available the Life-Threatening Allergy Information & Authorization Packet to the parent and explain that the required forms must be returned and approved by the Emergency Action Plan Coordinator prior to the child attending school.
 3. Communicate with parents and listen to their needs and concerns.
 4. The HIPAA Compliant Authorization for Exchange of Health & Education Information will be presented to parents for signature to provide needed communication between the supervising physician and school for effective implementation of the plan.
 5. Establish a core team comprised of Parent, Principal, Teacher, Student, Emergency Action Plan Coordinator, Cafeteria Manager, and/or other knowledgeable personnel deemed necessary to make decisions about food allergies.
 6. Create an Emergency Action Plan for addressing life-threatening food-based allergic reactions in cooperation with the Emergency Action Plan Coordinator, student's parent(s)/guardian(s), and physician.
 7. Ensure school-wide mandatory in-service training and education on reducing life-threatening allergy risks, recognizing food allergy symptoms, and emergency procedures for appropriate staff to include, but not limited to the following topics:
 - a. A description/definition of severe allergies and a discussion of the most common foods causing allergic reactions.
 - b. The signs and symptoms of anaphylaxis.
 - c. The correct use of an Epinephrine Injector
 - d. Specific steps to follow in the event of an emergency.
- In addition, parent/staff severe allergy educational meetings may be scheduled as medical personnel are available and/or as are necessitated.
8. Reinforce a "no-food and no-utensil trading /sharing" best practice will be encouraged. A sign shall be posted informing students that they are expected to neither trade nor share food or utensils.
 9. Ensure that the parent(s)/guardian(s) complete and annually review an Emergency Action Plan, and provide the school with all related documentation (i.e. physicians notes, Authorization for Medication release form)
 10. Establish Allergy-Controlled Zones in cafeteria. This zone will be clearly indicated by appropriate signage, and will be cleaned and sanitized as per school protocol.
 11. Ensure that copies of Emergency Action Plans are provided to all interacting staff, are made available in both Elementary and Secondary School Offices, and can be readily obtained in the event of an emergent situation.

12. Ensure that parents/guardians attach a photograph of their student to their Emergency Action Plan. When appropriate, and upon parental request, student's Emergency Action Plan will be posted in appropriate and conspicuous locations; otherwise, Emergency Action Plans will be out of view of other students and carried out in accordance with patient confidentiality regulations.
13. When appropriate, enforce that students are allowed and encouraged to carry their Epinephrine on them, as allowed by the Academy's Administration of Medication Policy.
14. Ensure that information is in an organized, prominent and accessible format for a substitute teacher with the universal symbol displayed for ease of access. A bright colored label will be on the outside of sub folders (MEDICAL ALERT:). The medical issue will be filled in the blank specific to the student.
15. When appropriate, familiarize teachers with the Emergency Action Plans of their students and any other staff member who has contact with student on a need-to-know basis.
16. Instruct and reinforce with facilities personnel to develop cleaning protocol to ensure that the threat of allergens is minimized.
17. Establish procedures to ensure letters to all parents of children assigned to a classroom where one of the students has been identified as having a Life-Threatening Allergy (K-5) and school-wide for secondary students. This will be carried out in accordance with patient confidentiality regulations.
18. The school's emergency protocol on Life-Threatening Allergies will be posted in appropriate locations, i.e. Elementary and Secondary School main office and other areas as designated by the Principal or principal designee. Communication will also be disseminated to parents through various methods, i.e. newsletter, website.
20. An emergency response protocol (utilizing trained and designated First Responders) will be in place and understood by all staff and students. Staff will call 911 in all instances of Epinephrine administration.

RESPONSIBILITIES OF SCHOOL HEALTH PROFESSIONALS (when applicable)

The school nurse is the primary coordinator of each student's life-threatening allergy plan. Each school nurse will have the following responsibilities:

1. Meet with parent/guardian(s) of a student with a Life-Threatening Allergy to develop an Individual Health Plan for Accommodations for the student, which may include the use of MEDIC-ALERT bracelets and other methods of identification for students with Life-Threatening Allergies.
2. Maintain updated AAP/Individual Health Plan for Accommodations in the nurse's office, in the classroom when appropriate, and with Epinephrine's that are carried by identified students. The emergency action plans will also travel with the Epinephrine's on school sponsored field trips.
3. Assist the principal in providing information about students with Life-Threatening Allergies to staff where there is a need-to-know basis.
4. In conjunction with the principal, provide yearly in-service training and education for staff regarding Life-Threatening Allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the Epinephrine. **The school nurse (or the nurse's office) shall retain documentation of those personnel who have received training on a yearly basis.**
5. Familiarize teachers/substitutes with the Individual Health Plan for Accommodations of their students and any other staff member who has contact with student on need-to-know basis.
6. The Department of Health and Human Services guidelines, The North Carolina State Board Nursing Practice Act governing the administration of prescription medications, the Good Samaritan Act, and school board policy will be followed in emergency situations. Nurses are responsible for following the regulations that permit registration of non-licensed personnel to be trained and to administer emergency medications such as Epinephrine.
7. Educate with parents the appropriate locations for storing the Epinephrine and the possibility of receiving more than one Epinephrine as necessary. Locations for storage will follow the manufacturer's guidelines for avoidance of light and extreme temperatures.
8. Inform the school principal and parent/guardian if any student experiences an allergic reaction that has not been previously diagnosed.
9. Contingency plan will be in place in the event the nurse is not in the building utilizing trained and identified back-up personnel.

RESPONSIBILITIES OF TEACHERS

Each teacher shall have the following responsibilities:

1. Knowledge of the signs and symptoms of severe allergic reaction as provided in the student's Emergency Action Plan, and be aware of and implement the emergency plan if a reaction is suspected.
2. Review the Emergency Action Plan and associated documents with parent(s)/guardian(s) of any student in your classroom with life-threatening allergies along with relevant staff members.
3. Participate in in-service training about students with life-threatening allergies including demonstration on how to use the Epinephrine injectors.
4. Collaboratively, the School Leadership Team, teacher(s), and parent(s)/guardian(s) of the allergic child, will set a classroom protocol regarding the management of food in the classroom. This protocol will be communicated by the teacher to the students and parent(s)/guardian(s) of the affected class.
5. Participate in the planning of a student's re-entry into school after an anaphylactic reaction.
6. Notify parents by written communication of any school related activity that requires the use of food in advance of the project or activity (K-8). (Learning activities will be controlled as much as possible) Limit use of food for instructional lessons.
7. Collaborate with the Leadership Team and parents to send out letters to all parent(s)/guardian(s) of students in a class with an individual with a Life-Threatening Allergy announcing potential food use instructionally.
8. Reinforce appropriate classroom hygiene practices/hand washing before and after eating.
9. Respond immediately to reports of students being teased or bullied about their food allergies.
10. Follow Emergency Action Plan and Socrates Academy's Emergency Response protocol when life-threatening allergy-related symptoms occur.

RESPONSIBILITIES DURING RECESS AND PHYSICAL EDUCATION CLASSES

During recess and physical education classes for a student with a Life-Threatening Allergy, the school shall have the following responsibilities:

1. Children will be under the supervision of at least one adult. Epinephrine injector will be taken outside if specified in the child's Emergency Action Plan. The epinephrine will be carried by the supervising teacher (designee) or by the student with a completed Epinephrine Self-Administration Packet for Anaphylaxis.
2. Emergency communication device (walkie-talkie, cell phone) will be functional and carried at all times .

RESPONSIBILITIES ON FIELD TRIPS

The school shall have the following responsibilities when a student with Life-Threatening Food Allergies attends field trips:

1. On field trips, consideration shall be given for avoiding food allergen exposure, and parental attendance is encouraged.
2. Meals of children with food allergies should be stored separately to minimize cross-contamination.
3. An in-serviced trained Academy employee such as the classroom teacher will accompany the class on the field trip and will maintain each applicable student's Epinephrine and will follow the child's Emergency Action Plan.
4. Copies of student's Emergency Action Plan and related documentation will be carried on all field trips.
5. Staff will call 911 in all instances of Epinephrine use. Parent(s)/Legal Guardian(s) will be notified.

RESPONSIBILITIES OF PERSONS IN CHARGE OF CONDUCTING AFTER-SCHOOL ACTIVITIES

Person(s) in charge of extracurricular programs shall have the following responsibilities:

1. The Emergency Action Plan will be available for parents to copy and give to others who assume responsibility for their child. Personnel may include, but is not limited to:
 - a. Before or after school activity instructors
 - b. Coaches
 - c. Overnight field trip chaperones
2. Clubs, programs, or sports will maintain a list of students with severe life-threatening allergies. These individual programs will be responsible for obtaining this information from parent(s)/guardian(s).
3. All BASP staff will participate in in-service training about students with life-threatening allergies including demonstration of Epinephrine use at least annually. The training will be documented and kept on file.

RESPONSIBILITIES OF CUSTODIAL SERVICES

The custodial service department shall under the direction of the Grounds and Maintenance Supervisor:

1. Use a separate wash bucket and cloth with approved cleaning agents solely for the cleaning of Allergy Controlled Zones. This will include disinfecting solution and PH7 all-purpose soap as effective cleaning solutions.
2. Receive training on allergen zone maintenance areas.
3. Participate in in-service training for students with life-threatening allergies including demonstration of Epinephrine use.

KEY POINTS FOR PARENTS, STUDENTS AND STAFF

- **You are never alone!** It takes a team to ensure the best for our students. Help is a phone call away.
- **Educate, Educate, Educate.** This is an ongoing process that changes with the students' needs and as the staff changes. Food bans do not work because it creates a false sense of security. Today, processed foods contain trace amounts of food items that are not always identified on the food label. The best plan is to educate our school community about the issues that face students with life threatening allergies.
- **Special events/Non-routine days.** The greatest risk for a life threatening allergic reaction exists when the normal routine is broken. Examples are classroom parties, field trips, a substitute teacher, and after school events.
- **Be Prepared.** Always have the Emergency Action Plan (EAP) available and think ahead to prevent possible exposures to a food allergen.
- **Symptoms vary greatly. Call 911** when uncontrolled anaphylactic symptoms occur or if ingestion is strongly suspected! Use emergency medication (i.e. Epinephrine) if needed and follow the EAP.
- **Be safe, not sorry!** Take all complaints from children with food allergies very, very seriously! It is important to respect the needs and rights of each student.
- A child with a life threatening food allergy should **NEVER eat unexamined food.**
- In the event a student has an allergic reaction at school, **call 911 and administer emergency medication** (i.e. antihistamine and Epinephrine) as ordered by the student's physician and indicated by the child's Emergency Action Plan. Key staff members should be trained to use emergency medications and know the location of those medications at school and on any special function.
- **If Epinephrine is used, the student should be taken to the hospital for evaluation even if the allergic reaction symptoms subside.** The school principal and parent/guardian should be notified immediately. 911 should be called for all suspected food allergy reactions. No one can predict how a reaction will progress. A mild reaction can blossom into a full blown anaphylactic reaction very quickly or over several hours. A reaction can also appear to subside or even appear to be under control and can blossom again into a more severe reaction.
- **Cross contamination.** It only takes a trace amount of the food protein to cause an allergic reaction. To prevent exposure to an allergen, **hand washing** and **washing of surfaces** (tables, chairs, etc.) where an allergen has been used is necessary. Soap and warm water are most effective for cleaning surfaces.

Be prepared! Know your plan!

RESOURCES

- **The Food Allergy and Anaphylaxis Network (FAAN).** FAN is a great resource for current research, informational newsletter, support groups, and information of food products. Their phone number is 800-929-4040, and the Web address is: www.foodallergy.org

- **American Academy of Allergy, Asthma and Immunology.** (AAAAI). <http://www.aaaai.org>

- **Asthma & Allergy Foundation of America.** <http://www.aafa.org>

- **The Food Allergy & Anaphylaxis Network (FAAN)**

FAAN is a great resource for current research, informational newsletter, support groups, and information of food products. Their phone number is 1-800-929-4040.

- **American Academy of Allergy, Asthma & Immunology (AAAAI)**

- **Asthma & Allergy Foundation of America (AAFA)**

FORMS

Sample Parent Letter	Page 14
Food Allergy and Epinephrine Training In-Service Sheet	Page 15
Life-Threatening Allergy Information & Authorization Packet	Pages 16-21
• Emergency Action Plan	Page 17
• Authorization of Medication for Students During the School Day	Page 18
• Anaphylaxis Medication Self-Administration Form (if applicable)	Page 19-20
• Anaphylaxis Student Skills Checklist	Page 21
Substitute Notice	Page 22



SOCRATES ACADEMY

Honor School of Excellence

August 21, 2015

BOARD OF DIRECTORS

Larry Peroulas, M.A., APC
President

Antonis Stylianou, Ph.D.
Vice President

Brian Benton, M.B.A.
Treasurer

Mitch Christenbury, B.S.
Secretary

John Couchell, M.P.A.
Member

Yannis Papadakis, Ph.D.
Member

Rebecca Shore, Ed.D.
Member

Nadine Baccellieri B.S., J.D.
Member

ADVISORY BOARD CHAIR
Mary Lynn Calhoun, Ph. D.

TREASURER EMERITUS
Panos Xenakis, B.S.

PRINCIPAL
Kristen Priganc, M.ED.

PRIMARY
ASSISTANT PRINCIPAL
Sandra Brighton, M.A.T.

SECONDARY
ASSISTANT PRINCIPAL
Athanasia Smith, M.A.T.

DEAN OF STUDENTS
Wendy Britt, CCC-SLP, M.S.

FOUNDERS
Larry Peroulas
John Couchell
Dr. Antonis Stylianou

*"The Greek heritage
belongs to humanity
and not just to Greeks"*

Dear Parents,

This year at Socrates Academy, we have many students with food allergies and several students who have a LIFE-THREATENING allergy. Socrates Academy staff is working hard to control allergen exposure in the classroom as much as possible so please check with teachers prior to sending in snacks and always include the packaging. Classroom teachers and staff have been provided a "Safe Foods" list particular to that grade level, and all snacks provided for consumption by our scholars should be purchased only after careful consultation with this list.

If your child has eaten peanuts/tree nuts prior to coming to school, please be sure your child's hands and face have been thoroughly washed prior to entering school.

In addition, our cafeteria will have a designated Allergy-Controlled Zone. Any student may sit at that table provided they are not eating peanut butter or a nut product.

It is the policy of Socrates Academy that all food provided for consumption of our scholars must be commercially prepared. Please do not send homemade treats to school. If your child has a specific food need you may send snacks that are safe for your child to eat. These snacks however, must be stored with the classroom teacher or his/her designee such as a substitute. Your child can access these snacks when treats are eaten in class.

Designated "Homeroom Parents", when hosting classroom socials, will purchase "Safe Foods" for the students for the 2015-16 school year with donations from parents. This will control allergen exposure as much as possible during these exciting times..

If your child has a severe food allergy or needs special dietary consideration and you have not made the school aware please call Mrs. Layne Fauler, Emergency Action Plan coordinator at 704-321-1711. Thank you in advance for your cooperation as we work together to keep our school safe for all students.

Sincerely,
The Leadership Team

Food Allergy and Epinephrine Training In-Service

Date: _____

Name(Print): _____ Grade Level: _____

*I have received information regarding food allergies, signs, and symptoms of an allergic reaction and possible allergy triggers.

*I have received a list of safe foods/allergy-controlled foods and understand it is my responsibility to check all foods/ingredients prior to classroom consumption.

*I have received information on how to clean possible contaminated surfaces.

*I have demonstrated how to administer an Epinephrine.

Signature: _____

Cc: personnel file

Life-Threatening Allergy Information & Authorization Packet

(A new packet must be completed yearly **PRIOR** to the start of school)

Packet Contents:

1. Emergency Action Plan
2. Authorization of Medication for Students During the School Day
* requires physician and parent/guardian signature
3. Anaphylaxis Medication Self-Administration Form (if applicable)
* requires physician and parent/guardian signature
4. Anaphylaxis Student Skills Checklist

Birthday

Weight

MEDICAL CONDITION

Insert Current Picture of Scholar

LIST OF WHAT TO AVOID

Ex. NO PEANUTS

STUDENT NAME

SPECIAL INSTRUCTIONS REGARDING DIETARY RESTRICTIONS: _____

ANY SEVERE SYMPTOMS TO BE AWARE OF: _____

PROTOCOL FOR MEDICATION DISPENSION: _____

IF APPLICABLE: EPI-PEN INSTRUCTIONS/INHALER INSTRUCTIONS/ANY OTHER SPECIALTY MEDICATION INSTRUCTIONS

KNOWN DRUG ALLERGIES: _____

EMERGENCY CONTACT INFORMATION

_____	_____	_____	_____
<i>Mother's Name</i>	<i>Cell Phone</i>	<i>Work Phone</i>	<i>Home Phone</i>
_____	_____	_____	_____
<i>Father's Name</i>	<i>Cell Phone</i>	<i>Work Phone</i>	<i>Home Phone</i>
_____	_____	_____	_____
<i>Additional Contact</i>	<i>Cell Phone</i>	<i>Work Phone</i>	<i>Home Phone</i>

MEDICAL INFORMATION

_____	_____	_____
<i>Doctor Name</i>	<i>Facility Name</i>	<i>Phone Number</i>
_____	_____	_____
<i>Allergist/Specialist Name</i>	<i>Facility Name</i>	<i>Phone Number</i>

Permission to treat student even if parent can't be reached: Yes No



AUTHORIZATION OF MEDICATION FOR STUDENTS DURING THE SCHOOL DAY

(Only to be filled out if medication is required during the school day)

1. Request from a parent or guardian for permission for their child to receive medication during school hours must be accompanied by written authorization signed by the parent or guardian. A physician's signature is required on the Authorization of Medication for Students form, which details the name of the drug, dosage, and time interval for the medication, which the student is to receive. Schools may dispense only medication prescribed by a physician, and written parental permission must be obtained:

2. The medication, which has been prescribed by the physician, must be brought to school in a container appropriately labeled by the pharmacy or by the physician.

3. Medications are to be kept locked in a secure place (exceptions may be made for medicine which requires refrigeration). The person who has been assigned the responsibility for the security of the medication and for the delivery of the medication to the student will be an adult designated by the principal.

4. The person who has been designated by the principal to provide for the security of the medications and for the delivery of the medication to the student will maintain records of the delivery of the medication to the student as follows:

- a) The date and time each dose of medication is administered to the student under the authorized agreement and the name of the drug and dosage. This is recorded on the back of the Physician's Authorization of Medication for Student form.
- b) The date when the medication is discontinued.
- c) Medication which is delivered only "as needed" is to be recorded each time it is given.

5. Children who are to receive the emergency procedure for severe allergy to insect stings must have on file:

- a) Physicians Order Emergency Procedure for Use in Insect Stings.
- b) Statement and Release Regarding Allergic Reaction to Stinging Insects.

AUTHORIZATION OF MEDICATION FOR STUDENTS

Student's Name _____ Birth Date _____

In order to keep this child in optimum health and to help maintain maximum school performance, it is necessary that medication be given during school hours.

Medication _____

Dosage (amount to be given) _____

Relationship to meals _____

How often and at what time _____

Side effects (expected or predictable) _____

No injection will be given except in extreme emergency, such as allergy to wasp or bee sting.

Child's parent knows of this request and is in full agreement that this medication will be supplied as needed. Should the student manifest any of the following symptoms caused by the medication, please contact the parent or my office.

Contraindications for administrations _____

(Physician's signature)

(Telephone number)

(Date)

PARENT'S PERMISSION

I hereby give my permission for my child (named above) to receive medication during school hours. On behalf of my child I absolve Socrates Academy and their agents and employees from any and all liability whatsoever that may result from my child taking this prescribed medication.

(Parent or guardian's signature)

(Telephone number)

(Date)

EPINEPHRINE/TWINJECT MEDICATION SELF-ADMINISTRATION FORM (Page 1 of 2)

Student Name: _____ Grade: _____ School Year: _____

North Carolina General Statute **115C-375.2** provides for students to carry and self-administer life-saving medications when the following criteria are met:

(1) A licensed physician prescribed or ordered the medication for use by the child and instructed such child in the correct and responsible use of the medication.

(2) The child has demonstrated to the child's licensed physician or the licensed physician's designee, and the school nurse, if available, the skill level necessary to use the medication and any device necessary to administer such medication prescribed or ordered.

(3) The child's physician has approved and signed a written treatment plan for managing asthma or anaphylaxis episodes of the child and for medication for use by the child. Such plan shall include a statement that the child is capable of self-administering the medication under the treatment plan.

(4) The child's parent or guardian has completed and submitted to the school any written documentation required by the school, including the treatment plan required in (3) above and the liability statement required in (5) below.

(5) The child's parent or guardian has signed a statement acknowledging that Socrates Academy and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the child or the administration of such medication by school staff. Such statement shall not be construed to release the school Academy and its employees or agents from liability for negligence.

MEDICATION NAME _____ Dose _____ Time or Interval _____

Route/Inhalation device _____ Instructions _____

MEDICATION NAME _____ Dose _____ Time or Interval _____

Route/Inhalation device _____ Instructions _____

ALLERGIES: List known allergies to medications, foods, or air-borne substances

I, the parent or legal guardian of the student listed above, give permission for this child to carry and self-administer the above listed medications. I have instructed my child to notify the school staff anytime this device is used. I understand that, absent any negligence, the school shall incur no liability as a result of any injury arising from the self-administration of medication by my child.

Signature of parent or legal guardian _____ Date _____

Parent/Guardian:
Name: _____ Home phone: _____
Address: _____ Work and cell phones: _____

Name: _____ Home phone: _____
Address: _____ Work and cell phones: _____

EPINEPHRINE/TWINJECT MEDICATION SELF-ADMINISTRATION FORM CONTINUED (Page 2 of 2)

I, a licensed physician or nurse practitioner, certify that this child has a medical history of severe allergic reactions, has been trained in the use of the listed medication, and is judged to be capable of carrying and self-administering the listed medications(s). The child should notify school staff anytime the medication/injector is used. This child understands the hazards of sharing medications with others and has agreed to refrain from this practice.

Signature of Health Care Provider _____ Date _____
Name of Health Care Provider: _____ Phone: _____ Fax: _____
Address: _____ City: _____ Zip: _____

Anaphylaxis Student Skills Checklist

Epinephrine Pen Trainer Skills Checklist:

_____ Requires Supervision _____ Performs Independently

1. CONFIRM THAT LABEL STATES TRAINING DEVICE. Remove the gray safety cap.
2. Firmly hold the Epi-Pen with the black tip near the outer aspect of the thigh.
3. Swing and jab firmly into outer thigh and hold the Epi-Pen against the thigh for 10 seconds.
4. Remove the Epi-pen unit and massage injection area for 10 seconds.
5. Replace the gray cap.
6. You may practice again.
7. Verbalize that you will tell the supervising Socrates Academy teacher/staff member whenever you use the Epinephrine injector.

Twinject Trainer Skills Checklist:

_____ Requires Supervision _____ Performs Independently

1. Pull off green end cap, then red end cap.
2. Put gray cap against outer thigh, press down firmly until needle penetrates. Hold for 10 seconds, then remove.
3. Verbalize that you will tell the supervising Socrates Academy teacher/staff member whenever you use the Twinject.
4. Second dose administration:
 - After you have found the appropriate personnel and if your symptoms don't improve after 10 minutes, administer second dose:
 - Unscrew gray cap and pull syringe from barrel by holding blue collar at needle base.
 - Slide yellow or orange collar off plunger.
 - Put needle into thigh through skin, push plunger down all the way, and remove.

Signature of Verifying Socrates Academy Staff Member _____

Date _____

Notice to All Substitutes

*****IMPORTANT*****

Our building has several students who have severe, LIFE-THREATENING food allergies. For these students, eating or touching any nuts or products containing nuts or other food allergens such as dairy or shellfish could result in a potentially fatal allergic reaction.

As you begin today, please carefully review any documentation provided by the teacher for whom you will substitute regarding life-threatening allergies. Immediately check with the appropriate grade-level staff and/or office personnel to learn about life-threatening allergies or students with other health concerns with whom you will work. If you are a substitute, check the appropriate sub folder for further information. All health information is CONFIDENTIAL.

Our staff is trained in how to respond to students with food allergies in the event of an accidental exposure, but prevention is the most important action we can all take.

To help reduce the risk of exposure for students with severe allergies, please:

1. Wash your hands after eating or touching any foods.
2. Do not eat or bring any food items into classrooms or specials classrooms without first checking with the teacher of that room.
3. Observe the signs posted outside ALL rooms or areas that indicate that no nuts or other allergens are allowed in those areas.
4. Do not offer food to any student.
5. Children should not engage in sharing of food.
6. Do not let students take food out to the playground.

Thank you for your cooperation in this important matter!

Allergy Management Policy

Date of Adoption: August 13, 2014

Legal Reference: N.C.G.S. §143-508(11); 509(9)
20 U.S.C. §1400 et seq.

Background and Purpose. Socrates Academy is committed to providing a safe and nurturing environment for its students, and understands the increasing prevalence of life threatening allergies among school populations. The Board of Directors of Socrates Academy recognizes the increased frequency and intensity of allergic reactions to foods by certain students and the impact these reactions may have on all children in the educational environment. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, Socrates Academy is committed to working in cooperation with students, parents, staff and medical personnel to minimize risks and provide a safe educational environment for all students.

Policy. Socrates Academy recognizes that it is not possible for the school to totally eliminate the risk of exposure of students with life-threatening allergies (“identified students”) to foods that trigger allergic reactions. However, Socrates Academy takes seriously its responsibility to take reasonable steps to protect the safety of its students. Therefore, in an effort to identify students with life-threatening allergies to foods, initiate safety precautions to avoid allergic reactions by these students and prepare school staff to deal with such allergic reactions, Socrates Academy adopts the following guidelines:

- Parents of a student with a life-threatening allergy to a food must provide the school principal, or his/her designee, with documentation from a licensed healthcare provider describing the specific allergic condition of the child.
- After receiving the required documentation, the school shall work with the parents of the identified student to develop a healthcare plan to minimize the specific risks to the student. Socrates Academy shall also work with the parents to develop an emergency healthcare plan for use in the event of an allergic reaction by the identified student. Staff who work in partnership with the parent to develop this plan may include, but not be limited to the following: school health care professional, student’s teacher, Before/After School Program Coordinator.
- The development and implementation of such healthcare plans shall be carried out in a supportive manner that protects student confidentiality. Healthcare plans may be included in the provisions of a 504 Plan but are not intended to discourage the development of 504 Plans where appropriate.
- The healthcare plans should address the various ways to limit the identified student’s exposure to food(s) containing the specific allergen. While not exhaustive, the following are examples of provisions that may be included in a healthcare plan. This list is intended to be illustrative; only the provisions that are appropriate should be included in the healthcare plan. Each healthcare plan must be tailored to the needs of the individual identified student.
 - Requiring the teacher to supervise all students in the class in washing hands before and after eating;
 - Provision of information to student’s classmates and their parents regarding the dangers presented by the inclusion of foods containing the identified allergen in lunches brought to Socrates Academy;
 - Creation of and enforcement of a rule requiring that only commercially prepared foods with complete ingredient labels are to be sent to school by parents for students to share during classroom events;
 - Restrictions on the kinds of tasks assigned to the identified student (for ex., cleaning off tables in the cafeteria or classroom).

- Socrates Academy will provide a table in the cafeteria that is to be kept free of the type of allergen(s) that impact the identified student(s). While this table shall be available to the identified student(s), they shall not be required to eat only at this table.
- The Principal shall make all reasonable efforts to assure that all school staff who have substantial direct contact with an identified student are made aware of the student's emergency healthcare plan and are trained to recognize the symptoms of and respond to an allergic reaction.
- Should an identified student be suspected of having an allergic reaction, all staff who have been trained to perform first aid or a live saving technique are authorized to provide treatment according to the student's emergency healthcare plan. Staff must also call 911 and contact the student's parent(s).
- Socrates Academy will develop prevention and management educational materials and make them widely available to staff, students and parents.