



## Indian Hill Board Office

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### Food Allergy Management Plan

The purpose of this plan is to maintain a safe environment for students with food allergies and to support parents regarding food allergy management. In order to implement this Plan, the administrative team (Superintendent, Assistant Superintendent, Director of Pupil Services, and building principals) developed a food allergy plan in conjunction with parents, the school district nurse, school health specialists, school employees, school volunteers, students, and community members.

The plan includes, but is not limited to, school-wide training programs regarding food allergy education, strategies to identify students with life-threatening food allergies, avoidance measures, emergency procedures, typical symptoms, and dosing instructions for medications when needed. The Plan also identifies responsibilities for school staff including administration, health specialists, teachers, transportation, coaches and club advisors, parents, and students with food allergies.

Parents and volunteers need to be aware of this revised plan because of the impact of the food expectations in the classroom. Staff, students and parents in our District will be asked to adhere to the following expectations when using food items in the schools.

1. Snacks: Students in kindergarten-grade 5 will be permitted healthy nut free snacks, including fruits, vegetables and grains. In specific classrooms, snacks may need to be further restricted to ensure the safety of students with allergens or other chronic health issues. Snacks should be provided by parents. Staff should not provide classroom snacks for students. Snacks in the original packaging are preferred, although baggies of foods may be brought as well. Students will not be permitted to share snacks.

Students in grades 6-12 will be permitted to have snacks. Snacks may need to be restricted in some areas to ensure the safety of students with allergens or other chronic health issues. Snacks should be provided by parents. Staff should not provide classroom snacks for students. Staff will share allergen awareness facts with students as necessary.

2. Celebrations: During kindergarten-grade 5 birthday celebrations, parents are permitted to bring in small inexpensive non-food items for sharing (such as pencils and stickers). Parents are not permitted to share food with other students. If parents wish to have a food item for their own child, it must be consumed in the cafeteria during the student's regularly scheduled lunch time. Students in grades 6-12 will not have birthday celebrations at school.
3. Parties: Kindergarten-grade 5 holiday parties will be limited to four parties per year which are Halloween, Winter, Valentine's Day and End-of-Year parties. Room parents are encouraged to bring in non-food items for sharing and to focus on activities and crafts that encourage team building. Food items for these parties must be pre-approved by the classroom teacher. Food items brought in are limited to one food and one beverage item organized by the room parent(s). The classroom teacher will communicate with the parents of food allergy students and health specialist prior to approving the food/beverage items. Food may need to be restricted in some areas to ensure the safety of students with allergens or other chronic health issues. Students in grades 6-12 will not have holiday parties at school. Student created/improptu parties or celebrations serving food are not permitted without the approval of the building principal(s).

4. Incentives/Rewards: Staff members are not permitted to use food for incentives or rewards. Items that provide positive reinforcement such as stickers, praise, encouragement, and other creative strategies should continue to be used by staff. Individual student behavior plans may indicate that food be offered as a reinforcement if other interventions are documented as not working, however, those foods must be allergen free in accordance with classroom lists.
5. Instructional Food Use: Instructional use of food in the classroom must be preapproved by the building principal through the use of an Indian Hill Curriculum Form in grades K-12. The form should be completed whenever food is used in the classroom whether for ingestion or activity use. Submission of the form must occur no less than one week before the activity/event is to take place. Cooking of food for classroom activities should only take place in approved cooking areas.
6. School-Sponsored Activities: School-sponsored activities that occur during the school day and include food must be preapproved by the building principal through the use of an Activity Form in grades K-12. The form should be completed by the lead contact person (i.e.: PTO, club advisor, counselor, teacher, etc.) whenever food is used for ingestion or activity use. The form must be submitted no less than one week before the activity/event is to take place or planning is to begin. In addition, tables that are nut-free should be encouraged and identified.
7. Lunch in the classroom: Staff may continue to eat lunch in his/her classroom, or have students eat lunch in the classroom. Precautions should be taken to ensure areas are clean of allergens to avoid cross-contamination.

We want you to keep in mind that this Plan has been established to reduce the risk of accidental exposure to allergens. The actions detailed in this plan will not completely eliminate the risk of an exposure; therefore students should frequently be reminded to advocate for themselves and use preventative measures to avoid allergens.

If you have any questions, please contact your child's building principal or school health specialist.