

Allergy Awareness Policy

HVM is committed to the health, safety, and independence of all students and seeks to balance the freedoms of the charter school community with the needs of those who suffer from life threatening food allergies. Strict avoidance of the allergen is the only way prevent a severe reaction. If caught early enough severe reactions can be treated with emergency medication to avoid fatality.

The following will be addressed in this policy:

- A. General guidelines and principles of the policy.
- B. Community (Staff, Parent, Student) education.
- C. Allergy safe classroom practices and school wide precautions including special considerations.

A. General guidelines and principles of the policy:

All students with severe food allergies, as well as other severe allergies such as insect stings and latex, will have written “Anaphylaxis Emergency Plan” that will be developed by the nurse along with the students’ parents and physician. Allergy information and emergency plans will be shared with teachers and staff that have a “need to know” in order to keep the student safe at school.

All teaching staff will be educated in best practices with regards to proper hand washing, table and surface cleaning, and prevention of cross contamination of allergens.

Student specific Epi-pens along with copies of the students “Anaphylaxis Emergency Plan” will be kept in “safety sacks” in the classrooms of the students that have severe allergies for use by trained teachers and staff. Whenever possible two Epi-pens will be kept at school. One in the classroom and one in the health office. Back up and stock Epi-pens will be kept in the Health Office for nurse use.

1) **KG Classrooms:** KG classrooms will **not allow** peanuts, tree nuts, or other food products in their classrooms with a student who has a life-threatening allergy to a specific food. Students will be beginning to learn about food allergies, the importance of not sharing foods, and proper hand washing.

2) **Lower Elementary Classrooms:** LE classrooms will **not allow** peanuts, tree nuts, or other food products in their classrooms with a student who has a life-threatening allergy to a specific food. Students will have more education on food allergies the potential severity of them, importance of not sharing foods, and proper hand washing.

3) **Upper Elementary and Middle School Classrooms:** In UE and MS classrooms, special precautions will be taken to ensure that cross-contamination of tables that allow peanuts, tree nuts and other food allergens will not occur. Staff and students will be educated on proper cleaning of tables, proper hand washing, importance and

responsibility of not sharing food with classmates, recognition of severe allergic reactions, and how to help classmates that may have severe allergic reactions in school.

Hill View Montessori Charter Public School

Allergy Awareness Policy

First Read: 4/28/2022

Second Read: 5/26/2022

BOT Approved: 5/26/2022

** HVM reserves the right to make changes as necessary if precautions and awareness are warranted based on the needs of any student or staff member **

B. HVM Community Education: All HVM community members will be educated in recognition of symptoms of a severe allergic reaction, how to use ephedrine auto-injectors (Epi-pen), and emergency protocols to follow in the event that an auto-injector is used at school or a school sponsored function. The school nurse is always available to answer questions or provide 1:1 education to parents, staff and students.

- 1) Staff education: Staff will be trained in food allergy and anaphylaxis basics, recognition of severe life-threatening allergic reactions (anaphylaxis), the use of ephedrine auto injectors (Epi-pens), proper hand washing, and table and surface cleaning to prevent cross-contamination, at least yearly in the beginning of the school year and will be reviewed with staff as needed.
- 2) Student education: Students will be educated in how to avoid exposing themselves or others to allergens that may cause anaphylaxis. Good hygiene and hand washing practices will be reviewed to avoid cross contamination in the school building and the common areas such as the playground, gymnasium, etc.
- 3) Parent education: Parents will be notified which classrooms **will not** allow nuts, nut products or other specific food products due to severe life-threatening allergies.

C. Allergy safe classroom practices and school wide precautions including special considerations.

Table cleaning: In all classrooms where peanuts, tree nuts and/or any other specific food allergen are allowed, special care will be taken to ensure that the tables are cleaned properly so that cross contamination of allergens can be avoided. Disposable wipes will be provided so that tables can be cleaned. Re usable or cloth cleaning wipes will **ONLY** be used when they can be properly laundered between uses and different clothes should be designated to tables where peanuts, tree nuts and other specific food products are allowed and tables and surfaces where they are not allowed. Where clothes are used a 1:10 bleach/water or other approved cleaning solution will be used. For example, a teacher or staff member may have one color cloth that is for peanut and tree nut tables and surfaces and a different color cloth for all others. All tables should be cleaned first or use separate wipes for each table.

Hand washing: Time will be allowed for proper hand washing before and after lunch and snack times. Running water and soap will be used whenever possible. When running water is not available, disposable hand wipes will be provided. **PLEASE NOTE:** Hand

sanitizer is **NOT** a proper way to clean food allergen residue off of hands. It only spreads it around on the hands.

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No sharing of foods: Students are not permitted to share food with other students due to the risk of food allergies and severe allergic reactions.

Special Considerations:

Classroom Celebrations: Each teacher celebrates in different ways. Please check with your child's teacher at least two weeks prior to any event to see how they handle foods for classroom celebrations. Because there may be several allergies in one class, several different foods would have to be avoided during classroom celebrations.

Appendix A: Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. **fax:**

(833) 256-1665 or (202) 690-7442; or

3. **email:**

program.intake@usda.gov

This institution is an equal opportunity provider.