



I. STATEMENT OF INTENT

The University of Chicago Laboratory Schools are committed to providing a safe and inclusive school environment for all students. Timely ongoing communication among the Laboratory Schools' teachers, administrators, and parents is essential. The Schools have involved parents, school personnel, and health professionals in developing this policy.

The goals for allergy management include:

- Defining a process to identify, manage, and ensure continuity of care for students with food allergies across all divisions (N-12).
- Ensuring that interventions and Emergency Action Plans for students with food allergies are based on medically accurate and current information.
- Maintaining the health and protecting the safety of children who have food allergies in ways that are developmentally appropriate and inclusive.
- Providing appropriate educational opportunities for all members of the Laboratory Schools' community.

II. COMMUNICATION AND EDUCATION

A. COMMUNICATION GUIDELINES

1. Before the start of school, the Schools will collect food allergy information from parents regarding students with food allergies. The school nurse will collaborate with families to ensure that the information on file is updated, confirmed, and supplemented on an annual basis or more frequently, as needed.
2. Parents are responsible for informing the school nurse of any food allergies their children may have before the beginning of the school year or as soon as possible after diagnosis. Parents should provide clear and specific written description of the appropriate food restriction, as well as their child's general level of understanding of their allergy and how to avoid accidental ingestion. For example, parents should indicate whether the child is permitted to eat food that has been "processed in a facility with" or "made on equipment with" the food to which the child is allergic.
3. The Schools will provide food allergy education consistent with Illinois State guidelines to all faculty and staff directly involved in the care of a student diagnosed with a food allergy. Faculty can access food allergy information through PowerSchool, including the student's Emergency Action Plan.
4. The Schools will communicate with the food service management company to ensure that Lab's kitchens and cafeteria are peanut and tree nut-free.
5. The Schools will engage in at least annual communications with transportation service companies regarding food allergies and how to use an EpiPen.
6. Grades 3 and 4: The Schools will provide reasonable and timely notice to all parents with children in classrooms that include students with a peanut/tree nut food allergy in order to ensure foods with those ingredients are not brought into the classroom.
7. Earl Shapiro Hall is designated as a peanut and tree nut restricted building.
8. N/K, Primary, and Lower School teachers of students with food allergies will communicate with each affected student's parents early in the school year to discuss strategies for managing the child's allergies at school. Teachers will share this information with Extended Day to ensure that the same strategies used with the daytime teachers are used during Extended Day.
9. Parties and other events where food will be served will be planned in advance, and teachers will provide parents with at least several days advance notice of the date and time of the event so that they can provide alternate food for their child.
10. Parents of children with food allergies should ensure that their child has an alternative to a food that is brought in by an outside source should there be a concern. If the child attends Extended Day or Early Day and typically brings their snack due to food allergies, they also need to bring or provide snack for Early Day and/or Late Day.



11. N/K, Primary, and ESH Early Day/Extended Day: Teachers will make reasonable efforts to ensure that students with life-threatening food allergies consume only food and drinks that have been brought from home, approved by the child's parents, or that can readily be determined to be safe, in accordance with the written guidelines provided by the parent (for example, by reading the label or for a single-ingredient food).
12. Clubs and organizations wishing to sell food at school must first obtain permission from a designated school administrator. The school administrator will remind clubs that they are required to have the ingredient list available for review at the time of the sale.

B. EDUCATION GUIDELINES

The following education guidelines are designed to foster the safety and well-being of students with food allergies

- The Schools will ensure that all school employees learn about how to prevent an allergic reaction, how to recognize a reaction, and how to respond in the event of a reaction. Any education of teachers will include information on how to address the social and emotional aspects of having a food allergy.

III. SCHOOL PRACTICES: OVERVIEW

Educational and community-building experiences at the University of Chicago Laboratory Schools often involve food, whether dining in classrooms with one's classmates, enjoying a birthday celebration, preparing food as part of a curricular exercise, participating in a classroom pot luck meal, or bake sales, where a classroom or grade level is raising money for a specific cause. School practices to manage these experiences will align with the Statement of Intent and mission-driven imperatives to:

- Achieve a sense of emotional and physical well-being.
- Gain a sense of personal and community responsibility.
- Recognize the varying developmental needs and capabilities of students during their Lab experience.



A. GENERAL RESPONSIBILITIES

These responsibilities apply regardless of the age or grade level of the child.

PARENT RESPONSIBILITIES

- a. Inform the school nurse of your child's allergies prior to the beginning of the school year (or as soon as possible after diagnosis). All allergies must be verified by documentation from the healthcare provider.
- b. Provide an annual individual Emergency Action Plan as delineated by and signed by the healthcare provider.
- c. Provide the school nurse with up-to-date emergency medications (including epinephrine) so they can be placed in all required locations for the current school year. Medications must be properly labeled and not expired.
- d. Replace emergency medications after use or upon expiration.
- e. Inform the school nurse of any changes in the child's allergy status.
- f. Provide the school nurse with a written statement if the student no longer has allergies.
- g. Provide and maintain updated emergency contact numbers and medical information.

FACULTY AND STAFF RESPONSIBILITIES

All school personnel involved in the care of a student diagnosed with a food allergy will:

- a. Be aware of which students in their care are known to be at risk of anaphylactic reactions.
- b. Know the signs and symptoms of an allergic reaction
- c. Be aware of and implement the steps delineated by the student's Emergency Action Plan, if a reaction is suspected.
- d. Promptly contact and inform the nurse of the details of the reaction, including those that occur on field trips, retreats, or other school events.
- e. Provide substitute teachers with information relative to all children with allergies.

SCHOOL NURSE RESPONSIBILITIES

The school nurse is the primary coordinator of each student's Emergency Action Plan and is responsible for these general duties:

- a. Review the individual Emergency Action Plan for students with allergies signed by medical personnel and parents.
- b. Maintain an updated individual Emergency Action Plan in the nurse's office and through PowerSchool.
- c. Provide information about students to faculty and staff when there is a need-to-know.
- d. Provide annual in-service education for faculty and staff regarding allergies, symptoms, risk reduction procedures, emergency procedures, and social and emotional issues.
- e. Educate substitute teachers in food allergy management.
- f. Inform the school principal and parent/guardian if any student experiences an allergic reaction.
- g. Identify himself/herself to each student with food allergies.
- h. If an allergic reaction is suspected, an adult will accompany the child to the nurse or call the nurse to their location.
- i. Notify parents on a timely basis about upcoming expiration dates of emergency medications.
- j. Collaborate with teachers to ensure Emergency Action Plans and medications accompany all students while on field trips or overnight trips.



FOOD SERVICE PROVIDER RESPONSIBILITIES

- a. The Schools' food service will not serve any food items made with or containing peanuts or tree nuts. Food items made off-site, to be sold in the cafeteria or the vending machines located in the cafeteria will not have peanuts or tree nuts in the ingredients but may be processed at a site where other items containing peanuts or tree nuts are processed and may contain other allergens. Parents and students with specific questions regarding food ingredients are encouraged to speak directly with the Food Service Director.
- b. Display the top 8 allergens, excluding peanuts and tree nuts, in each menu item at points of service and sale in the cafeteria. These allergens are egg, shellfish, gluten, seafood, soy, and sesame.

B. SPECIFIC RESPONSIBILITIES

In addition to the general responsibilities outlined above, specific community member responsibilities are necessary to address children's evolving capability to manage their own behavior in preventing an allergic reaction.

N/K AND PRIMARY SCHOOL, INCLUDING EARLY AND EXTENDED DAY

- a. In the youngest setting, responsibility for managing students' allergies at school belongs to a primary team of adults: parents who are working with medical personnel to manage and educate the allergic child, classroom teachers who are trained in reducing the risk of exposure to allergens and responding to emergency situations while working in collaboration with parents, and the school nurses who are the on-site medical professionals.
- b. Prior to sending foods into a classroom, parents must check ingredient labels to make sure peanuts and/or tree nuts are not on the ingredient list.
- c. During lunch and routine snacks, there is a strict "no sharing of foods" policy for all students. During special events, foods may be shared with the permission of parents. At any time, children with allergies may eat only foods approved and/or provided by their parents/guardians.

LOWER SCHOOL (GRADES 3-5)

- a. Grades 3 and 4 will have food-restricted classrooms at each grade level.
- b. Fifth grade students may choose any fifth grade classroom in which to eat lunch. Each classroom will indicate what is the restricted food and areas where the restricted food may be eaten. Students with the food-restricted item will eat at the designated area.
- c. During lunch and routine snacks, there is a strict "no sharing of foods" policy for all students. During special events, foods may be shared with the permission of parents. At any time, children with allergies may eat only foods approved and/or provided by their parents/guardians.
- d. Student responsibilities:
It is developmentally appropriate for children in grades 3-5 to begin to be active managers of their own health. The parents/guardians will review and reinforce the following with their child:
 1. Know your allergens and where they may occur.
 2. Be able to watch for and describe your symptoms when exposed to an allergen.
 3. Know what steps to take when a reaction occurs, based upon the plan delineated by the health care provider, parents, classroom teacher, and school nurse.



SPECIFIC RESPONSIBILITIES IN GRADES N-5 , INCLUDING EARLY AND EXTENDED DAY

A. PARENT RESPONSIBILITIES

1. Communication with the classroom teacher
 - a. Work with the teacher to develop a classroom plan that accommodates each child's needs.
 - b. If there is a food allergy, provide safe snacks for your student's classroom so there is always a special treat for your child during a special event.
 - c. When curriculum involves food, teachers will work with the parents to be as inclusive as possible, while adhering to the "only foods approved and/or provided by parents/guardians" policy.
2. Communication with the allergic child
 - a. Educate child regarding her/his allergies and appropriate ways to avoid contact with allergens, symptoms or reactions, and steps to take if a reaction occurs.
 - b. Review "no sharing of foods policy". Children with allergies may eat only foods approved and/or provided by their parents/guardians.

B. TEACHER RESPONSIBILITIES

1. Review the child's Emergency Action Plan with the nurse.
2. Have knowledge of the signs and symptoms of a food allergy reaction.
3. Participate in education to prevent and respond to emergency situations, including the use of epinephrine.
4. Work with the parents/guardians to develop a classroom plan that accommodates each child's needs.
5. Meet with parents early in the year to discuss the level of understanding the child has about his/her own allergy and to build a common language for talking about the allergy with the child and the class
6. For a field trip, ask the nurse to prepare a first aid kit, including any required medications for children with severe allergies and Emergency Action Plans.
7. Provide substitute teachers specific information about students with severe allergies.
8. Inform and explain to parents/guardians of a child with food allergy of school policies regarding no sharing of foods. Children with allergies may eat only foods approved and/or provided by their parents/guardians.
9. Establish a place to store safe snacks provided by parents/guardians.
10. Reinforce safe health measures such as hand washing before eating, washing desk/table surfaces before and after eating.

SPECIFIC RESPONSIBILITIES FOR MIDDLE SCHOOL (GRADES 6-8)

C. DINING

1. Tables in the cafeteria will be cleaned by the custodial staff with spray cleaner and paper towels prior to Middle School lunch. There are no tables or areas identified as food-restricted, and students are responsible for choosing their seating.
2. Disposable, non-latex gloves will be available for any students to use when assigned the responsibility of cleaning up the cafeteria tables.



D. CLASSROOMS

1. Cleaning supplies are provided for each room and tables cleaned where students with allergies choose to sit.
2. There will be no monitoring of food for individual student consumption; therefore, responsibility is placed on the student with the allergy to monitor the area where they are eating or sitting.
3. Food-sharing events should be planned in several days in advance.
4. There is no monitoring of food eaten in common areas including hallways, lockers, lobbies, or shared classrooms.

E. SCHOOL/PARENT COMMUNICATION

Families will discuss the individual student allergy plans with the student's advisor. Advisors will then inform all parents in that advisory of food restrictions

F. CAMPS

1. Sixth grade: YMCA camp is peanut and tree nut restricted. Suggested menus will be provided a week in advance. Students may bring their own food if there are food allergy concerns.
2. Seventh grade: Suggested menus are to be provided a week in advance. Students may bring their own food that will be stored separately from other supplies.
3. Eighth grade: Students may provide their own food. Students on the eighth grade trip eat in various restaurants and need to be able to choose appropriate meals independently. Upon request, restaurant menus can be shared with families in advance.

G. BAKE SALES

Student groups must request permission to hold bake sales from the Dean of Students. Students will be asked to provide the list of ingredients of the items they are selling. However, the primary responsibility to determine an item's ingredients rests with the student who is purchasing the food.

HIGH SCHOOL FOOD ALLERGY MANAGEMENT (GRADES 9-12)

- a. Dining
Tables in the cafeteria will be cleaned by Middle School students prior to High School lunch. There are no tables or areas identified as food-restricted, and students are responsible for choosing their seating.
- b. Classrooms
No one will be monitoring any food entering High School classrooms or common areas such as hallways and the lobby. Students and faculty take responsibility to clean desks and tables as needed.
- c. Bake sales
Student groups must request permission to hold bake sales from the Dean of Students. Students will be asked to provide the list of ingredients of the items they are selling. However, the primary responsibility to determine an item's ingredients rests with the student who is purchasing the food.
- d. Retreats
Each grade participates on a grade-level retreat once per academic year. Every effort is made to understand the allergies of the students who are attending each retreat in order to provide food that will be appropriate for the student to eat. Students are always encouraged to supplement the food that is provided on a retreat when they have life-threatening food allergies or gluten allergies.



IV. MEDICAL PRACTICES AND INDIVIDUAL HEALTH PLANS

All students identified as having a serious allergy to foods or environmental agents (e.g., bee sting allergy, latex allergy) will have an individual Emergency Action Plan on file at school and a copy will accompany all emergency medications.

A. MEDICATION USE AND STORAGE

1. If emergency medications are part of the individual Emergency Action Plan at least one set is to be stored in the appropriate nurse's office, unlocked, labeled, and readily available with the Emergency Action Plan.
2. Epinephrine will be available, unlocked, at the nurse's office for use in any case of life threatening allergic reactions.
3. Students may also carry a set of emergency medications with their Emergency Action Plan in their backpack or sports bag if a parent requests.
4. High School students who require emergency medications as part of their Emergency Action Plan should carry a set in their backpack, along with a set at the nurse's office.
5. In the case of day trips or field trips, medications from storage at the nurse's office should accompany the student, along with the student's Emergency Action Plan.

B. FACULTY AND STAFF EDUCATION

1. All faculty and staff involved in the school lives of students will be educated in food allergies management in school.
2. Education should occur annually and at the time of hire for those hired mid-year.
3. A debriefing with parents, faculty, administration, nurse and/or other faculty and staff involved in the care of a student who has experienced a reaction will take place, ideally before the student returns to school. Parents may choose to have their child in attendance. Middle and High School students should attend this meeting.