

## **Hingham Public Schools Life Threatening Allergy Management Policy**

The Hingham Public Schools is committed to providing a safe and nurturing environment for students. Recognizing the increasing prevalence of life threatening allergies among school populations, the Hingham Public Schools will work in cooperation with parents, students and physicians to minimize risks and to provide a safe educational environment for all students. The focus of allergy management will be prevention, education, awareness, communication and emergency response. With prevention in mind, all school departments and school programs will make efforts to utilize allergen free products. This policy and protocol will assist students to assume more individual responsibility for their health and safety as they mature and optimize full participation in educational programs and school sponsored activities.

### **Goals:**

Define a process for identifying, managing and ensuring continuity of care for students with life threatening allergies.

Maintain the health and protect the safety of students who have life threatening allergies.

Identify interventions and develop individual allergy action plans for students with life threatening allergies that are based on medically accurate information and evidenced based practices.

**Hingham Public Schools**  
**Department of Nursing Services**

**Life Threatening Allergy Management Protocol**

**Background:**

Allergic reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening is anaphylaxis. This protocol is to be used for students who are at risk for anaphylaxis and in the circumstances where a previously undiagnosed life threatening allergic response occurs. This document has a strong emphasis on food allergies but other major causes of an allergic reaction and potential for anaphylaxis may include insect stings, medication and contact with latex.

Anaphylaxis is a collection of symptoms that can affect multiple systems within the body, the most dangerous of which are breathing difficulties and drop in blood pressure. Severe allergic reactions can occur within minutes of ingestion, contact or inhalation or the reaction can be delayed for up to two or more hours.

**Medication:**

Epinephrine is the first line of treatment that should be used in the emergency management of a student having a potential life threatening allergic reaction. Parents/guardians of students with a life threatening allergy are required to have an epinephrine injector at school for use in case of an emergency and physician signed allergy action plan (AAP). It is also permitted for students to carry another epinephrine injector on their person and/or in their backpacks, for before or after school activities and bus transportation.

There is a medication order from the school physician in place for the administration of epinephrine to be used in an emergency for anyone with unknown allergies who develops an anaphylactic reaction.

**Expectations of the Parent/Guardian of a Student with a Life Threatening Allergy:**

1. Teach your child to:
  - a. Recognize the first symptom of an allergic/anaphylactic reaction.
  - b. Immediately speak with a teacher, nurse or staff member, as soon as he/she/they have or feel any sign or symptom of an allergic reaction starting. Encourage self-advocacy.
  - c. Carry their own epinephrine injector when appropriate.
  - d. Not share snacks, lunches, drinks or utensils.
  - e. Understand the importance of handwashing before and after eating.
  - f. Report teasing and/or bullying that may relate to their allergy.
  - g. Read labels for ingredient safety.
  - h. Develop awareness of their environment, including allergy-controlled zones and to

practice age appropriate behavior regarding health and safety.

2. Inform the school nurse of your child's allergies as soon as possible after diagnosis and **before** the beginning of every school year.
3. Provide an **Allergy Action Plan (AAP)** signed by parent/guardian **and** health care provider.
4. Complete and submit all required medication and allergy related forms
5. Provide the school with current emergency contact numbers and medical information.
6. Provide the school nurse with up-to-date emergency medications. Medications will comply with the district policy of being in the original pharmacy packaging with appropriate labeling information.
7. Parents should consider providing a medical alert bracelet or necklace for their child.
8. Inform and update the school nurse of any changes in your child's life threatening allergy status.
9. Provide the school nurse with a health care provider statement if your child no longer has a life-threatening allergy or has developed a new allergy.

### **Expectations of the Student with a Life Threatening Allergy:**

1. Know your symptoms that indicate you may be having a reaction.
2. Speak with a teacher, nurse or staff member as soon as you suspect symptoms are starting.
3. Stay with an adult until cleared by the school nurse. Do not travel to the nurse without an adult with you.
4. Refrain from sharing food, drinks and utensils. Understand the importance of hand washing before and after eating, and often during the day.
5. Know how to use your epinephrine injector as age appropriate. Carry one at all times if your parent and school nurse feel it is important.
6. Be aware of your environment as it relates to your allergy. Learn to read food labels.
7. Speak up and question food ingredients.
8. Report teasing and bullying by other students as it relates to your allergy.

### **Responsibilities of the School Principal and Administration:**

1. Ensure district-wide mandatory in-service training and education on reducing life-threatening allergy risks, recognizing allergy symptoms, and emergency procedures for appropriate staff to include the following topics:
  - a. A description/definition of severe allergies and a discussion of the most common allergic reactions.
  - b. The signs and symptoms of anaphylaxis.
  - c. The correct use of epinephrine.
  - d. Specifics steps to follow in the event of an emergency.

### **Responsibilities of the School Nurse:**

1. Meet with parent/guardian(s) and the student, as appropriate, and develop an individualized Allergy Action Plan (AAP).
2. Work with the parents/guardian to obtain:
  - a. Documentation of allergy
  - b. Physician order for medication and signed AAP with current student photograph
  - c. Parent/guardian consent to administer medication and signed AAP by parent/guardian
  - d. Medication for Nurse's Office
3. Ascertain that all prescribed medication is up-to-date and readily accessible to staff.
4. Maintain communication with the parent/guardian throughout school year.
5. Encourage the parent to call the Food Service Director if they have any questions regarding foods being served at lunch.
6. Provide information to staff about students with life threatening allergies on a need to know basis.
7. Provide yearly in-service training and education to the school staff regarding life threatening allergies, symptoms, risk reduction procedures, and emergency procedures including demonstration on how to use an epinephrine injector. The school nurse will retain documentation of those personnel who have received training on a yearly basis.
8. Familiarize teachers, substitutes and any other staff member with the AAP of their students and any other staff member who has contact with the student on a need to know basis.
9. Follow the Massachusetts Department of Public Health and the Massachusetts Department of Elementary and Secondary Education regulations that permit delegation of non-licensed personnel to be trained and to administer epinephrine in an emergency.
10. Activate EMS (911) immediately when epinephrine is administered and notify the school administration if a student experiences an allergic reaction requiring epinephrine administration.
11. As appropriate, participate in 504 planning.
12. Document the life-threatening allergy in the school based computer system.

### **Responsibilities of the Teacher:**

1. Know the signs and symptoms of an allergic reaction as provided in the student's AAP and be aware of and implement the emergency plan if a reaction is suspected.
2. Review the AAP with the school nurse of any student in your classroom with a life-threatening allergy and include any relevant staff members.
3. A copy of the AAP will be kept in classroom substitute folders at the *elementary level only*.
4. ***The Hingham Middle and High Schools will keep a list of students with life-threatening food allergies in classroom substitute folders. Middle and High School Staff may view Allergy Action Plans located in the nurse's office at any time.***
5. Participate in the in-service training in school and/or on the district website about students with life threatening allergies, including demonstration on how to use an epinephrine injector.

6. Notify parents of any school related activity that requires the use of food in advance of the project or activity. Limit the use of food for instructional lessons.
7. Reinforce appropriate classroom hygiene practices/hand washing before and after eating.
8. Prohibit students from sharing or trading snacks.
9. Respond immediately to reports of students being teased or bullied about their allergy.
10. Follow the AAP, call 911 and notify the school nurse when life-threatening allergy related symptoms appear.
11. Consider students with life-threatening allergies when planning any changes from the classroom routine such as switching to other classrooms and field trips.
12. Field trips:
  - Notify the school nurse, in advance, about field trips and take all epinephrine injectors on field trips for use by trained staff only, in case of an allergic reaction.
  - An epinephrine injector trained classroom teacher, staff member, or if needed, a school nurse, will accompany the class on the field trip and maintain and follow the student's AAP.
  - Students with a known allergy must be in a group with the epinephrine injector trained staff member or nurse.
  - Parents, guardians or chaperones are not allowed to carry or administer any medication to students on field trips, unless they are the parent/guardian of that student.
  - Consider eating arrangements on field trips and plan for prevention of exposure to allergens.
  - Ensure that a first aid kit, emergency medications, instructions and a cell phone are taken on field trips.
  - Staff will call EMS (911) in all instances of epinephrine administration. Parent/guardian will be notified as well.

### **Responsibilities of Nutrition Services:**

1. Provide in-service to nutritional service employees regarding safe food handling practices to avoid cross contamination with potential food allergens.
2. Food service employees will wear non-latex gloves. Gloves will be changed during extended use and hands will be washed frequently to avoid cross contamination with potential food allergens.
3. Maintain knowledge of which food products contain allergens.
4. With parental approval, set up reasonable procedures regarding students with food allergies including entering student's allergy information into a computerized data base. Information will remain confidential and shared on a need-to-know basis in compliance with federal privacy regulations.
5. Respond appropriately to all complaints/concerns from a parent or any student with a life-threatening allergy.
6. Check Point of Service (POS) computer system for student specific food allergies.

**Responsibilities for Staff during Outdoor Activities such as Recess, Physical Education and Field Science Classes:**

1. Students will be under the supervision of an adult at all times during outdoor activities. An epinephrine injector will accompany a student outside, if indicated on the AAP.
2. Epinephrine injector will be carried by a trained designated staff member or the student, if appropriate.
3. A mechanism for communication in case of an emergency such as a portable radio or cell phone will be used during recess, physical education, field science and other outdoor activities.

**Responsibilities for Supervisors of School Sponsored Before and After School Activities:**

1. Follow school policies and procedures regarding life threatening allergies during activities.
2. Identify students with life threatening allergies and communicate with parent/guardian regarding AAP.
3. Make certain that an emergency communication device is always present.

**Responsibilities of the HPS Transportation Department:**

1. The Director of Transportation will inform all school bus/van drivers of students with life threatening allergies.
2. There will be functioning emergency communication devices (e.g., cell phones, two-way radios, etc.) on each bus/van.
3. There will be first aid kits on all busses/vans. Only latex free gloves will be used.
4. The policy of no eating or drinking on the bus will be strictly enforced with the exception of a medically specified situation.
5. Bus/van drivers are not to distribute any food items to students.
6. Bus/van drivers will be trained annually on life threatening allergies and epinephrine injector administration.
7. Follow the student's AAP, administer epinephrine injector, if available and activate EMS (911).

## **EPINEPHRINE ADMINISTRATION GUIDELINES & PROCEDURES**

### **Anaphylactic Reaction:**

**Anaphylaxis** is a potentially life-threatening medical condition occurring in children and adults with allergies after exposure to their specific allergen(s). Life-threatening allergies can be triggered by:

- |                |   |                   |
|----------------|---|-------------------|
| 1. Foods       | 4. Industrial or office chemicals or their vapors |                   |
| 2. Latex       | 5. Insect venom                                   |                   |
| 3. Medications | 6. Cold Induced                                   | 7. Unknown causes |

### **Symptoms of Anaphylaxis may include:**

Hives, vomiting, itching, swelling of any body part, difficulty swallowing, wheezing, shortness of breath, throat tightening or closing, fainting, dizziness, change of voice, stomach cramps, sense of doom

The response to a life-threatening reaction is the same regardless of the trigger or whether the allergen is known or unknown.

**In the event of an anaphylactic reaction, epinephrine is the treatment of choice and should be given immediately. If nursing staff is not available immediately, trained unlicensed school personnel should administer the epinephrine.**

**When in doubt, it is better to give an epinephrine auto-injector and seek medical attention. Fatalities may occur when epinephrine is withheld.**

### **Epinephrine Auto-Injector Administration Procedures:**

Hingham Public Schools is registered with the Massachusetts Department of Public Health (MDPH) for the purpose of permitting school nurses to train unlicensed personnel to administer epinephrine by auto-injector to individuals with diagnosed life-threatening allergic conditions. Persons authorized to administer epinephrine shall meet the requirements of section 210.004(B)(2)

#### **1. STAFF TRAINING OF EPINEPHRINE:**

##### **Epinephrine Auto-Injector Training should include:**

There are multiple opportunities and options for staff to receive Epinephrine Medication Administration Education. School personnel epinephrine training should include:

1. Attend the Allergy Awareness & EpiPen Administration presentation by the nurse leader prior to the start of school during the annual support staff Civil Right Training.
2. Completion of on-line EpiPen Administration Education listed in the mandatory annual Civil Rights Training for school staff.
3. View and complete Epinephrine Administration, 26 Powerpoint slide available on school web-site.
4. Hands-on demonstration, using Epinephrine auto-injector training device.
5. The school nurse shall document the training and testing of competency.
6. The school nurse, shall provide a training review and informational update twice a year.

**The training, at a minimum, shall include:**

- Procedures for risk reduction; including prevention of allergen exposure.
- Recognition of the symptoms of a severe allergic reaction.
- The importance of following the medication administration plan and or Anaphylactic Action Plan (AAP).
- Proper use of the auto injector.
- Requirements for proper storage and security.
- Notification of appropriate persons following administration.
- Documentation of incident

The school shall maintain and make available, upon request by parents or staff, a list of those school personnel authorized and trained to administer epinephrine by auto-injector in an emergency, when the school nurse is not immediately available.

**2. COLLECT AN EPINEPHRINE PHYSICIAN ORDER / ANAPHYLACTIC ALLERGY PLAN (AAP):**

Epinephrine shall be administered only in accordance with an individualized medication administration plan/AAP satisfying the applicable requirements of 105 CMR 210.005(E) and 210.009 (A)(6), updated every year, which includes the following:

1. A diagnosis by a physician that the child is at risk of a life threatening allergic reaction and a medication order containing proper dosage and indications for administration of epinephrine
2. Written authorization by a parent or legal guardian
3. Home and emergency number for parents or legal guardians, as well as the names and phone numbers of any other person to be notified if the parents or guardians are unavailable.
4. Identification of places where the epinephrine is to be stored, following consideration of the need for storage:
  - a. at one or more places where the student may be most at risk
  - b. in such a manner as to allow rapid access by authorized persons, including possession by the student when appropriate.

c. in a place accessible only to authorized persons. The storage location(s) should be secure, but not locked during those times when epinephrine is most likely to be administered, as determined by the school nurse

5. A plan for comprehensive risk reduction for the student, including preventing exposure to specific allergens
6. An assessment of the student's readiness for self-administration and training, as appropriate.

### **3. IF ANAPHYLACTIC REACTION; GIVE EPINEPHRINE EPINEPHRINE AUTO-INJECTOR ADMINISTRATION PLAN:**

#### **If epinephrine is administered:**

- **Immediate injection of non-expired epinephrine auto injector per physician order by a licensed registered nurse or trained staff member.**
- Immediate notification of EMS.
- Notify parent or legal guardian.
- Assessment of student response to epinephrine administration; vital signs, mental status, etc.
- Fill out hospital transport sheet if time allows.
- Time all activities, including administration of epinephrine.
- Send copy of AAP, Student Health Emergency Card and the used EpiPen with Emergency Medical Services (EMS).
- If the student is still at the school or field trip site in 15-20 minutes, and is still experiencing symptoms of anaphylactic distress, repeat the dose of epinephrine. Monitor the Blood Pressure.
- Document incident & medication administration on the computer. (Aspen, X2)
- Complete the Massachusetts Department of Public Health on-line Epinephrine Administration Mandated Report Form.
- Fill out the mandated 911 Transportation Report form and send to the Resource Nurse.

### **4. Epinephrine Auto-Injector for Field Trips & Short Term Special School Events:**

Epinephrine may be administered in accordance with these regulations in before and after school programs offered or provided by a school, such as athletic programs, special school events and school sponsored programs on weekends, provided that the public school district or non-public school is registered with the Department pursuant to section 210.100(A) and meets the requirements set forth in section 210.000(B)

1. Epinephrine may be administered in such before and after school programs and special events, to a student attending the school where

epinephrine is to be administered, provided that the following requirements are met:

- a. the school committee approves, in the policy developed in accordance with section 210.100(A)(1), administration of epinephrine in such programs.
- b. The designated school nurse approves administration of epinephrine in that program and selects the properly trained person(s) to administer the epinephrine
- c. the school complies with the requirements of 105 CMR 210.100(A), including immediate notification of emergency medical services following administration of epinephrine, but need not comply with the requirement of section 210.004(B)(3)
- d. the program is not licensed by another state agency, in which case the regulations promulgated by that state agency will apply

2. Epinephrine may be administered in such before and after school programs and special events to students from another school or school district, if approved by the school policy developed pursuant to section 210.100(A)(1)

and in accordance with the following requirements:

- a. The school complies with the requirements of sections 210.100 (A) and 210.100(B)(1), including immediate notification of emergency medical services following administration of epinephrine, except as provided in subsection 210.100(B)(2)(d).
- b. In the event the student is accompanied by school personnel from the sending school, such personnel, whenever possible, shall assume responsibility for ensuring that the epinephrine is brought, properly stored and administered as necessary, in accordance with the medication administration plan developed by the sending school in accordance with subsection 210.100(A)(5).
- c. In the event the student is not accompanied by school personnel from the sending school or such personnel are not trained in the administration of epinephrine, the receiving school may, in its discretion, assume responsibility for administering epinephrine, provided that:
  - i. the designated school nurse in the receiving school is provided with adequate prior notice of the request, which shall be at least one week in advance unless otherwise specified by the designated school nurse
  - ii. the designated school nurse in the receiving school approves administration of the epinephrine for that student
  - iii. the designated school nurse selects properly trained person(s) to administer the epinephrine

- iv. the student provides the designated school nurse, or the person(s) selected by the designated school nurse to administer epinephrine, with medication to be administered
- d. If the receiving school assumes responsibility for administering epinephrine, the student shall provide the designated school nurse in the receiving school with a copy of the medication administration plan developed in accordance with section 105 CMR 210.005(E). The plan shall be provided to the designated school nurse in a timely fashion, in accordance with procedures established by the nurse. If no medication administration plan is provided, the student, at a minimum, shall provide to the designated school nurse in the receiving school:
  - i. written authorization and emergency phone numbers from a parent or guardian
  - ii. a copy of a medication order from a licensed provider
  - iii. any specific indications or instructions for administration

## **5. FIELD TRIP PROCEDURE IF STUDENT DEVELOPS ANAPHYLACTIC**

### **REACTION:**

- 1) Teachers and nurse should review AAP prior to all field trips.
- 2) Teacher should review EpiPen administration and demonstrate with trainer if needed.
- 3) If student develops anaphylactic reaction on the field trip; Epinephrine auto-injector should be given immediately, followed by EMS (911) activation.
- 4) Teacher should stay with student until EMS arrives. A staff member should accompany student if possible.
- 5) Notify parent.
- 6) Notify the school.
- 7) Send the used EpiPen with the student.

## **6. School Stock EpiPens:**

**In addition to the above policies the MDPH recommends that each school district have a written protocol, signed by the school physician, authorizing the school nurse to administer epinephrine to previously undiagnosed individuals who experience the first life threatening allergic event in the school setting. Stock supplies of epinephrine should be maintained by the school nurse for this purpose.**

## **7. If Parent Doesn't Bring in EpiPen and Student has documented Anaphylactic Reaction:**

- If the student has an anaphylactic reaction at school, school stock EpiPen will be used.
- Parent will be notified 3 times; by phone calls, e-mails and letter.
- Consult with Principal and or Adjustment Counselor to see if financial hardship.
- If financial hardship, attempt to assist family in purchasing EpiPen by using an organization like Womenade, PTO, Wal-Mart donations, etc.
- Department of Children & Families (DCF) may need to be notified if medical neglect is suspected. Consult Student Support Team or Crisis Team if needed.

Original date: 2001

Revised: June 2016, January 2017, April 2017 & May 2018 by Hingham Public School Nurses

Approved by School Committee: Revised:

## RESOURCES

The Food Allergy and Anaphylaxis Network (FAAN). [www.foodallergy.org](http://www.foodallergy.org)

National Association of School Nurses. <http://www.nasn.org>

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

American Academy of Allergy, Asthma and Immunology. (AAAAI).

<http://www.aaaai.org>

Boston Children's Hospital. [www.allergyhome.org](http://www.allergyhome.org)

Management of Life-Threatening Allergies in Schools Manual - Mass. DESE May 2016

Hingham Public Schools Health Services website

Allergy Action Plan

Allergy parent questionnaire

\*Parent Letter Sample - do together and consolidate to use 1 letter for all of us

Epipen training powerpoint

Food Allergy Research & Education, <http://www.foodallergy.org>

Managing Life Threatening Allergies in Schools, DESE and MDPH 2002

MA Department of Public Health: 105 CMR 210.100

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Approved by Resource Nurse \_\_\_\_\_ Date \_\_\_\_\_  
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Approved by the School Committee \_\_\_\_\_ Date \_\_\_\_\_

Date Registered by the Massachusetts Department of Public Health to Train Unlicensed School Personnel to Administer Epinephrine via an Auto-Injector. **June 2018-June 2020**

