

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Meeting

Monday, June 2, 2014
Education Center
501 Kings Highway East
Superintendent's Conference Room
4:15 p.m.

Agenda

- I. Call to Order
- II. Approval of Minutes - May 12, 2014
- III. Policy
 - Policy #5516 Students – Management of Food Allergies in Schools; review of Shipman Goodwin sample policy continued from March 31 discussion
- IV. Open Discussion/Public Comment
- V. Adjournment
- VI. Future Items:
 - Policy #5225 Students – Requirements for Graduation
 - Policy #4240 Personnel – Electronic Mail
 - Policy #4110 Personnel – Recruitment and Selection
 - Policy #5542 Students – On Campus Recruitment
 - Policy #6511 Instruction – Special Education
 - New policy request for Monthly Financial Reporting to BOE

Future Mtg. Dates and Times: **Monday, June 16**; *Monday, August 25*; **TUESDAY, September 2** (*Monday is Labor Day*); *Monday, September 15*; *Monday, October 13*; *Monday, November 17*; *Monday, December 1, 2014*.

All meetings will be held at 501 Kings Highway East, Superintendent's Conference Room unless otherwise noted.

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Monday, May 12, 2014

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4:15 p.m.

Minutes

- I. Call to Order – The meeting was called to order by Jennifer Maxon-Kennelly, Chairperson, at 4:39 pm. Committee members present were John Convertito and Donna Karnal. Karen Parks was also in attendance representing the administration.
- II. Approval of April 28, 2014, Minutes – Approved 3:0:0
- III. Policy
 - Policy #5516 Students – Management of Food Allergies in Schools; review of Shipman Goodwin sample policy continued from March 31 discussion
There was lengthy discussion about the revisions of the sample policy from CABB, produced by the law firm, Shipman and Goodwin. John Convertito brought several revisions to the table in which he eliminated much of the language of the sample and inserted other language. Both Donna and Jennifer requested that the list on page 2 under #3, which describes what should be included in an IHCP be included. There were also concerns as to why #8 from p 1 on the Shipman and Goodwin version was left out. Several other changes and recommendations were discussed and John agreed to update his version with the suggested changes and bring them to the next meeting.
- IV. Open Discussion/Public Comment – Several parents commented on the revisions that were brought to the table. Several requested that we keep the original language from the Shipman and Goodwin sample policy.
- V. Adjournment – The meeting adjourned at 5:59 pm.

A version of this policy developed by Shipman and Goodwin update to reflect new legislation.

Students

Students with Special Health Care Needs

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Food Allergy Management Plan and Guidelines

The Fairfield Public Schools recognize that food allergies may be life threatening. For this reason, the District is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and glycogen storage disease and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. The district further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy(ies), or glycogen storage disease as developmentally appropriate. To this end, the Fairfield Public Schools adopt the following guidelines related to the management of life threatening food allergies for students enrolled in district schools.

I. Identifying Students with Life-Threatening Food Allergies

- A. Early identification of students with life-threatening food allergies is **vital to the effective implementation of this policy**. The district therefore **requests** parents/guardians of children with life-threatening food allergy(ies) to **promptly** notify the school **in writing** of the allergy(ies), providing as much information about the extent and nature of the food allergy(ies) as is known.

- B. When a parent/guardian reports that their child has diagnosed food allergy(ies) or other life threatening allergy(ies), the school shall request the parent/guardian to provide the following:
 - 1. Written authorization to obtain detailed medical information on the child's condition from the physician;
 - 2. Written consent to administer or self-administer medications during the school day, as applicable in accordance with in the **District's** Administration of Medication Policy;
 - 3. An Emergency **Care** Plan and Treatment Authorization ("**Emergency Care Plan**") completed and signed by their child's licensed health care provider and signed by the parent;
 - 4. Any medications necessary to prevent or treat allergic reactions along with relevant prescription and dosage information. Replace medications after use or expiration;
 - 5. A description of the student's past allergic reactions, including triggers and warning signs;
 - 6. Current emergency contact information and prompt notice of any updates;
 - 7. A description of the student's emotional response to the condition and the need for intervention; and
 - 8. Recommendations on age-appropriate ways to include the student in planning or care.

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I. Identifying Students with Life-Threatening Food Allergies (continued)

- C. **Suspected Allergies:** In the event the School Nurse or other principal designated personnel suspect that a student has a food allergy or other life threatening allergy(ies) the school shall provide the parent/guardian written notification and request for the student to be evaluated.
- D. **Non-Cooperation:** If the parent/guardian of a student with known or suspected food allergy(ies) or other life threatening allergy(ies) fails or refuses to cooperate with the school for an evaluation or implementation of an appropriate Individualized Health Care Plan (IHCP) and Emergency Care Plan (ECP), the school shall implement an Emergency Care Plan stating to call 911 immediately upon recognition of symptoms along with sending written notification to the parent/guardian of the students ECP.

II. Individualized Health Care Plans and Emergency Care Plans

- A. If the District is notified pursuant to Section I of this policy that child has life-threatening food allergy(ies), the district shall develop an individualized health care plan (IHCP) for the child. Each IHCP shall contain information relevant to the child's participation in school activities, and should attempt to strike a balance between individual, school and community needs, while fostering normal development of the child.
- B. The IHCP shall be developed by the parents/guardians and appropriate school personnel. Such personnel may include, but are not limited to, the school nurse, school or food service administrator(s); classroom teacher(s); and the student, if appropriate. The school may also consult with the school's medical advisor, as needed.

In addition to the IHCP, the district shall also develop an Emergency Care Plan (ECP) for each child identified as having a life threatening food allergy. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency.

- C. IHCPs are developed for students with special health needs or whose health needs require daily interventions. The IHCP describes how to meet the child's health and safety needs within the school environment and should address the student's needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self care and age appropriate independence; and the responsibilities of parents, school nurse and other school personnel. The IHCP may also include strategies to minimize the student's risk for exposure, such as considerations regarding:

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II. Individualized Health Care Plans and Emergency Care Plans (continued)

- a. classroom environment, including allergy free considerations;
 - b. cafeteria safety;
 - c. participation in school nutrition programs;
 - d. snacks, birthdays and other celebrations;
 - e. alternatives to food rewards or incentives;
 - f. hand-washing;
 - g. location of emergency medication;
 - h. risk management during lunch and recess times;
 - i. special events;
 - j. field trips;
 - k. extracurricular activities;
 - l. school transportation;
 - m. staff notification; and
 - n. transitions to new classrooms, grades and/or buildings.
- D. The IHCP shall be updated annually, or upon newly diagnosed allergens or new medical response instructions for known allergens.

~~In addition to the IHCP, the district shall also develop an Emergency Care Plan (ECP) for each child identified as having a life threatening food allergy. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. The ECP should include the following information:~~

- ~~a. The child's name and other identifying information, such as date of birth, grade and photo;~~
- ~~b. The child's specific allergy(ies);~~
- ~~c. The child's signs and symptoms of an allergic reaction;~~
- ~~d. The medication, if any, or other treatment to be administered in the event of exposure;~~
- ~~e. The location and storage of the medication;~~
- ~~f. Who will administer the medication (including self-administration options, as appropriate);~~
- ~~g. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;~~
- ~~h. Recommendations for what to do if the child continues to experience symptoms after the administration of medication; and~~
- ~~i. Emergency contact information for the parents/family and medical provider.~~

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II. Individualized Health Care Plans and Emergency Care Plans (continued)

- E. An individualized health care plan and glycogen storage disease action plan shall also be developed for any student with glycogen storage disease. Such plan shall include, but is not limited to, the provision of food or dietary supplements by the school nurse or by an employee approved by the school nurse to a student with glycogen storage disease. Such plan may not prohibit a parent/guardian or a person they so designate, for providing food or dietary supplements to the affected student on school grounds during the school day.
- F. The IHCP and ECP shall be disseminated to all school staff who supervise the student during the school day and at school sponsored activities or are responsible for the provision of food to the student. Plan distribution includes, but not limited to, the students teachers, classroom assistants, food service staff, coaches, transportation staff, school health professionals, school case managers, custodial staff, student aides and the parents/guardians of the student.

III. Training/Education

- 1. The District shall provide appropriate education and training for all school personnel regarding the management of students with life threatening food allergies and glycogen storage disease. Such training shall include, as appropriate for each school (and depending on the specific needs of the individual students at the school) training in the administration of medication with cartridge injectors and/or preventative strategies to minimize a child's risk of exposure to life-threatening allergens. School personnel will also be educated on how to recognize symptoms of allergic reactions, and what to do in the event of an emergency. Staff training and education will be coordinated by by the principal and school nurse. Any such training regarding the administration of medication shall be done in accordance with District Policy and State Law.
- 2. Each school ~~within the district~~ shall provide age-appropriate information to students about food allergies, how to recognize symptoms of an allergic reaction and the importance of adhering to the school's policies regarding food and/snacks.

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IV. Prevention

~~Each school will develop appropriate practices to minimize the risk of exposure to life threatening allergens. Practices which may be considered may include, but are not limited to:~~

- ~~1. Encouraging hand washing;~~
- ~~2. Discouraging students from swapping food at lunch or other snack/meal times;~~
- ~~3. Encouraging the use of non food items as incentives, rewards or in connection with celebrations.~~

SCHOOL WIDE - Each school shall annually identify common food allergens that require school-wide management and risk reduction. Each school shall report school-wide allergy information to the principal, school nurse, and food service director.

V. Communication

1. As described above, the school nurse shall be responsible for coordinating the communication between parents, a student's individual health care provider and the school regarding a student's life threatening allergic condition. School staff responsible for implementing a student's IHCP will be notified of their responsibilities and provided with appropriate information as to how to minimize risk of exposure and how to respond in the event of an emergency.
2. Each school will ensure that there are appropriate communication systems available within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site activities (i.e. field trips) to ensure that school personnel are able to effectively respond in case of emergency.
3. The District shall develop standard letters to be sent home to parents, whenever appropriate, to alert them to food restrictions within their child's classroom or school.
4. All district staff are expected to follow district policy and/or federal and state law regarding the confidentiality of student information, including medical information about the student.

VI. Monitoring the District's Plan and Procedures

The District should conduct periodic assessments of its Food Allergy Management Plan and Procedures. Such assessments should occur at least annually and after each emergency event involving the administration of medication to determine the effectiveness of the process, why the incident occurred, what worked and what did not work.

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Legal Reference: Connecticut General Statutes

- 10-15b Access of parent or guardian to student's records.
- 10-154a Professional communications between teacher or nurse and student.
- 10-207 Duties of medical advisors.
- 10-212a Administrations of medications in schools
- 10-212c Life threatening food allergies; Guidelines; district plans
- 10-212a(d) Administration of medications in schools by a paraprofessional.
- 10-212c Life threatening food allergies; Guidelines; district plans, as amended by P.A. 12-198)
- 10-220i Transportation of students carrying cartridge injectors
- 19a-900 Use of cartridge injectors by staff members of before or after school programs, day camp or day care facility.
- 52-557b Good Samaritan Law. Immunity from liability for emergency medical assistance, first aid or medication by injection
- The Regulations of Connecticut State Agencies section 10-212a through 10-212a-7, Administration of Medication by School Personnel.
- Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools, Connecticut State Department of Education (2006)
- Federal Legislation
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 § 504; 34 C.F.R. § 104 et seq.)
- Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §12101 et seq.; 29C.F.R. §1630 et seq.
- The Family Education Rights and Privacy Act of 1974 (FERPA)
- Land v. Baptist Medical Center*, 164F3d423 (8th Cir. 1999)
- The Individuals with Disabilities Education Act of 1976 (IDEA) (20 U.S.C. § 1400 et seq.); 34 C.F.R. § 300 et seq.
- FCS Instruction 783-2, Revision 2, Meal substitution for medical or other special dietary reasons.
- P.A. 09-155 An Act Concerning the Use of Asthmatic Inhalers and Epinephrine Auto-Injectors While at School.

Changes made at 3/31/2014 meeting (red)

Policy adopted: cps 8/09, rev 5/12