FOOD ALLERGY TEAM RESPONSIBILITIES

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents and physicians to minimize risks and provide a safe environment for food-allergic students. In that regard, FWISD Child Nutrition Services expects the following division of responsibilities:

Family's Responsibilities
- Notify the school of the child's allergies.
- Work with the Food Allergy Team to develop a plan that accommodates the child's needs.
- Provide written medical documentation and instructions as directed by a physician using the form provided by FWISD.
- Educate the child in the self-management of their food allergy including:
  - Safe and unsafe foods
  - Strategies for avoiding exposure to unsafe foods
  - Symptoms of allergic reactions
  - How and when to tell an adult they may be having an allergy-related problem
  - How to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.

Student's Responsibilities
- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

School Nurse's Responsibilities
- Should serve as the point of contact for parents, healthcare providers, campus food allergy management team and other school staff.
- Annually, provide district dietitians a completed FWISD Special Diet Form for every student who presents with food allergies.
- Arrange and convene a campus food allergy management team meeting to develop the plan with all staff that comes in contact with the student with food allergies, including, but not limited to: the parent/guardian, the principal, teachers, cafeteria manager, cafeteria monitors and district dietitian(s).
- Educate cafeteria monitors about food allergy management and students at risk of anaphylaxis, including cross contamination.
- Provide the kitchen manager with a list of students with allergies

Lunchroom Monitor's Responsibilities
- Attend the campus food allergy management team meetings.
- Establish procedures to ensure that students with life-threatening food allergies eat only what she/he brings form home and/or is known to be safe.
- Prohibit students from sharing or trading snacks.
- Participate in training on signs and symptoms of anaphylaxis and emergency treatment.

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- Be prepared to take emergency action for a student in the cafeteria in the event of an allergic reaction.

FWISD Child Nutrition Services' Responsibilities
- Attend the campus food allergy management team meetings.
- Enter and keep up to date students' food allergies on POS.
- Ensure to the best of our ability that students with life-threatening allergies who participate in the federally funded school meal programs are given safe food items as outlined by the physician's signed statement on the FWISD Special Diet Form.
  - Make food substitutions or modifications for students with disabilities based on a prescription written by a licensed physician. ✔ The school food service is encouraged, but not required, to provide food substitutions or modifications for children without disabilities with medically certified special dietary needs who are unable to eat regular meals as prepared. ✔ Substitutions for children without disabilities, with medically certified special dietary needs must be based on a statement by a recognized medical authority.
- Under no circumstances is school food service staff to revise or change a diet prescription or medical order.
- Provide a menu for students with life threatening food allergies. Menu to be provided to cafeteria manager to implement and follow.
- Read all food labels and recheck routinely for potential food allergens.
- Train all food service staff and their substitutes to read product food labels and recognize food allergens.
- Review and follow sound food handling practices to avoid cross-contamination with potential food allergens.
- Strictly follow cleaning and sanitation protocol to avoid cross-contamination to the best of our ability.
- After receiving notice from healthcare provider, make appropriate substitutions or modifications for meals served to students with food allergies.
- Plan ahead to have safe meals for field trips.
- Consider how to provide specific ingredient lists to parents upon request.
- Take all complaints seriously from any student with life-threatening food allergies.
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred, if appropiate.

Teachers' Responsibilities
- Participate in the campus food allergy management team meetings and in-service trainings.
- Be sure volunteers, student teachers, aides, specialists and substitute teachers are informed of the child's food allergy and takes necessary safeguards.
- Work with the school nurse to educate other parents about the presence and needs of students with life-threatening food allergies in the classroom.
- Encourage hand washing before and after snacks and lunch. Be aware that alcohol-based hand sanitizers are not effective in removing allergens from hands. Proper hand washing with soap and water is necessary to remove the allergens.

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- Inform parents and school nurse of any school events where food will be served.
- Consider eliminating or limiting food in classroom and other learning environments.
- Avoid isolating or stigmatizing a student with food allergies and adhere to the school district's policy on bullying.
- Welcome parental involvement in organizing class parties and special events. Consider non-food treats.
- Allergy students be pointed out to kitchen staff in a discreet manner for Pre-K to 5th